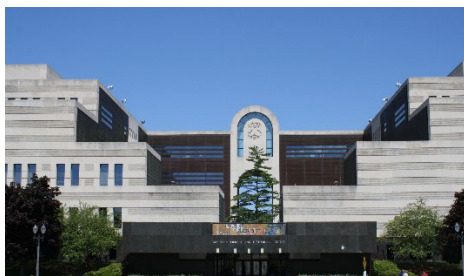
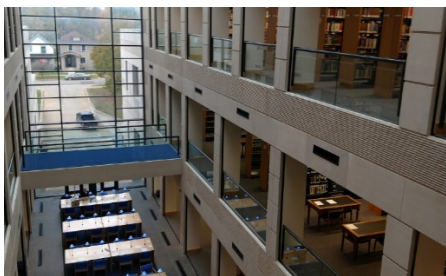




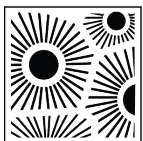
LIBRARY OF MICHIGAN



DIGITAL COLLECTIONS METADATA STANDARD

Library of Michigan Digital Collections (LMDigital) provides access to the Michigan state library's digital repository. It contains born-digital publications, digitized materials from the library's own collections, and content provided through partnerships and collaborations with groups and individuals, other Michigan cultural institutions, and state government agencies. The content of the site is inspired by LM's mission and supports the library's goal to preserve and tell Michigan's story.

July 2025



LIBRARY OF
MICHIGAN
DIGITAL

MICHIGAN
Department
of Education

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Brief Introduction to Metadata

The information in this guide defines the general organization and behavior of metadata fields common to both hosted (collections of material uploaded by partner institutions) and proprietary (owned and developed by LM) collections within the Library of Michigan's CONTENTdm instance and LMDigital.

The goal of metadata is to describe, explain, locate, or otherwise make it easier to retrieve, use, or manage an information resource. Creating a collection that is logical, discoverable, and informative for project stakeholders and users is largely dependent on the consistency and uniformity of metadata that accompanies the digital files.

Please use the information below and links to more in-depth resources to become familiar with metadata concepts, uses, and significance to your project.

Sources for Information About Metadata

- See OCLC's [Best Practices for Creating Shareable Metadata](#) for information on metadata fields and their use. The section on '*Core and recommended metadata elements*' is likely the most relevant information, but a review of all the information may be beneficial.
- LMDigital uses [Dublin Core Metadata Initiative](#) (DCMI) terms.

Metadata Template

LMDigital collections are built on a pre-determined set of fields that provide simple, flexible, and consistent delivery of metadata within and across collections, and considers the following:

- Compliance with DPLA requirements
- Availability of a basic tool with options to customize
- Metadata that is informative for the user and useful for collection administration, but not burdensome to develop
- Metadata that enhances discoverability

Metadata Scheme

The metadata fields utilized in the template are taken from the [Dublin Core Metadata Schema](#) and are consistent with [Digital Public Library of America \(DPLA\) requirements](#).

Metadata Quality

Developing metadata should be approached with an intention to achieve quality and robust content that will enhance discoverability.

- **Uniqueness** - Individual fields should hold unique content, with minimal or no repetition of values or content found in other fields.
- **Clarity** - In free text fields, use clear and easy to understand language and use the full form of words instead of, or in addition to, abbreviations or acronyms.
- **Consistency and Uniformity** - Inputting metadata consistently and uniformly affects the effectiveness of search strategies and faceting (filtering) functions provided by CONTENTdm. Effective approaches to eliminating misspellings, typographical errors and formatting inconsistencies include using [controlled vocabularies](#) and/or developing in-house quality control procedures.

Collection Field Types and Use

Each collection template includes both descriptive and administrative metadata and incorporates select Dublin Core fields that serve as a basis for all collections in the Library of Michigan's CONTENTdm instance. See the individual field table(s) for parameters and guidance to populate each field.

Descriptive metadata – data related to the intellectual content of the resource and enables discovery, identification, and selection of resources. It may include title, author, subject, etc.

Administrative metadata – data that is necessary to manage and use information resources and that is typically external to intellectual content of resources. It may include information on access, rights, licensing, ownership, provenance, and the technical nature of a resource.

List of default fields

See [Field Use Descriptions and Default Settings](#) for a description of use and behavioral parameters for each field.

Descriptive metadata

- Title
- Alternate Title
- Description
- Subject
- Subject, Local
- Creator
- Contributors
- Publisher
- Date
- Time Period
- County
- Place
- Transcript

Administrative Metadata

- Originating Institution
- Source
- Relation
- Local File ID
- Data Provider
- Copyright Status
- Terms of Use
- Rights Holder Contact
- Language
- Media Type
- File Format
- Inputter
- Filename

Required Use

Each table includes a 'Use Standard' indicating if the field is a required (mandatory), strongly recommended, recommended, or optional entry. Fields assigned as 'mandatory' represent the minimum information needed for CONTENTdm to process your files and to comply with DPLA requirements.

Field order and customization

The order in which the metadata displays is set by default to group fields holding descriptive metadata first, followed by administrative metadata. Partners can request changes to field name, field order and field behavior (in certain fields) or the addition of supplementary Dublin Core fields as needed. [Contact LM](#) to discuss field use and customizations.

Administrative Fields

Every collection is also accompanied by a secondary set of auto-populated fields to record the system-generated values listed below. These fields have limited settings and by default are not mapped to a DC field, not searchable and hidden from public view. The date created and date modified field settings have been modified from the default settings to be searchable and visible to enhance the collection metadata. The other fields may be similarly modified if needed.

- Archival file
- OCLC number
- Date modified
- Date created
- CONTENTdm number
- CONTENTdm file name

Controlled Vocabularies

CONTENTdm provides an opportunity to set up pre-determined vocabularies of terms or phrases within specific metadata fields. This is a valuable tool to insure consistent application, formatting, and rapid entry of descriptive metadata within a collection or across multiple collections.

Behavior and Openness

Controlled vocabularies are available to all collection owners and provide an opportunity to add new or different terms as needed within the prescribed field use guidance. Controlled vocabulary terms are linked in the public metadata view for use as an alternative browsing or filtering option.

Behavior and openness of the controlled vocabularies varies. As indicated below and in the [field use tables](#), some of the shared vocabularies are restricted from local editing while others allow and rely on local entry. [Contact LM](#) if you have any questions about using or editing controlled vocabularies.

Shared by all collections

- Restricted from local editing - LM updates if needed)
 - County (Michigan)
 - Originating Institution
 - Data Provider
 - Copyright Status
- Local editing allowed – Partners allowed to enter new terms per metadata field guidelines
 - Terms of Use
 - Language
 - Type
 - Format

Not Shared – Local collection specific

- Other fields you populate with repeated and formatted content may be good candidates for controlled vocabularies specific to your collection(s), see the field use tables for suggested fields and [Contact LM](#) to discuss options.

See the specific terms assigned to each controlled vocabulary in the [Appendices](#) at the end of this document.

Additional Metadata Guidance

See the links below for added guidance about metadata and field use.

[Best Practices for Creating Shareable Metadata](#)

[CONTENTdm Field Properties](#)

[CONTENTdm – Use controlled vocabulary](#)

Collection Field Use Description and Default Settings

Each field table includes the following information.

<i>Field Name</i>	Serves as the label for the field in the metadata display. Field names may be customized if needed.
<i>DC field map</i>	Indicates to which Dublin Core term the field is mapped.
<i>Data type</i>	Indicates the type of data that should populate the field. Most template fields default to Text . The transcript field uses Full Text to aid the ingestion of OCR content. Date is only used for fields that support a mm-dd-yyyy configuration.
<i>Field size</i>	Indicates the size of the field (large or small) in the metadata display. There is no correspondence to the amount of text the field holds, only the size of the space visible in the metadata display.
<i>Searchable</i>	Establishes whether the field is included or not included as a searchable term.
<i>Visible</i>	Indicates whether the field is hidden or visible on the public site. “ Yes ” indicates the field data is visible; “ No ” indicates that the field data is hidden from public view.
<i>Use Standard</i>	Indicates if the field is a required (mandatory), strongly recommended, recommended, or optional. See DPLA document for an explanation of these parameters.
<i>Controlled vocabulary</i>	Indicates if there is a controlled vocabulary established for the field, the type (shared or local) and the CV identity. See ‘Controlled Vocabularies’ in this document for more information.
<i>Metadata Type</i>	Records whether the field is used for descriptive or administrative metadata – see Field Types and Use in this document for more information.
<i>Definition</i>	The Dublin Core definition of the field, modified and expanded for use in LMDigital.
<i>Usage</i>	A description of recommended or required use of this field and tips for formatting the metadata.
<i>Examples</i>	Sample content that would be acceptable in this field.

<i>Field Name</i>	Title
<i>DC field map</i>	Title
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Required
<i>Controlled vocabulary</i>	No
<i>Metadata Type</i>	Descriptive
<i>Definition</i>	A unique name given to the resource by the creator or publisher; may also be an identifying phrase or name of the object supplied by the contributing institution.
<i>Usage</i>	<p>If available, transcribe the title from the resource itself.</p> <p>If the title on the piece is not available or ambiguous, use a title previously assigned by your institution (i.e. from your catalog).</p> <p>If the resource's title is unknown, construct a descriptive, unique title.</p> <p>Use the full form of words instead of abbreviations or acronyms. The content of this field should be relevant to the item and unique from other associated items.</p> <p>Use Relation or Source field to record a collection or series from which the item came.</p> <p><i>Tip: Records in LMDigital collections are typically displayed alphabetically by title in search results and browse displays.</i></p>
<i>Examples</i>	<p>Aerial View Downtown Lansing</p> <p>Honor to the brave : a journal</p> <p>Letters of Edward Payson Clark to Mary Clark</p>

<i>Field Name</i>	Title-Alternative
<i>DC field map</i>	Title-Alternative
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Optional
<i>Controlled vocabulary</i>	No
<i>Metadata Type</i>	Descriptive
<i>Definition</i>	Additional or other name(s) given to the resource.
<i>Usage</i>	<p>Follow similar style guidelines as provided for the Title field.</p> <p>Use any form of the title used as a substitute (e.g., spelling out numbers, roman numerals, special characters, etc.) on the resource itself (e.g. on a book spine as opposed to the book title page).</p> <p>This field may also be used on occasion when an alternative title does not appear on the resource itself, but where including an alternative title will help end users discover or disambiguate the resource.</p>
<i>Examples</i>	<p>Title: Aerial View Downtown Lansing Alternate Title: Above Lansing</p> <p>Title: Honor to the brave: a journal Alternate Title: Memories of battles</p> <p>Title: Letters of Edward Payson Clark to Mary Clark Alternate Title: To My Darling Mary</p>

<i>Field Name</i>	Description
<i>DC field map</i>	Description
<i>Data type</i>	Text
<i>Field size</i>	Large
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Recommended
<i>Controlled vocabulary</i>	No
<i>Metadata Type</i>	Descriptive
<i>Definition</i>	An account of the content of the resource that provides background and specifics. May include, but is not limited to abstract, table of contents, graphical representations, and/or a free-text account of the resource or carrier.
<i>Usage</i>	<p>Use for content about the resource and any specialized information not included in other metadata, written in natural language.</p> <p>Information for this field could include names, number, or type of people in an image, any captions or markings, date approximation, and names of buildings or places not listed in other metadata fields. Use full sentences, including standard punctuation and grammar, to describe the item's content, topical coverage, history, etc. Use this field to clarify, qualify or otherwise supplement information found elsewhere in the record.</p> <p>Use the full form of words instead of abbreviations or acronyms Do not use for name of a collection or series the item belongs to or is part of, use Relation or Source for this information instead.</p> <p>Text displays as a single paragraph. If you want separate entries to appear as a list, follow unique entries with a semicolon <;> and then <enter> before adding next line.</p>
<i>Examples</i>	<p>Photographic composites of Michigan legislators and other state officials.</p> <p>Reprints of letters originally printed in the Michigan Weekly Argus (Ann Arbor) newspaper, 1861-1862; Transcript accompanies image.</p> <p>Ward Baker, Ethel Baker, and Mae (Toots) Baker (baby) on porch of Laporte Road house.</p>

<i>Field Name</i>	Subject
<i>DC map</i>	Subject
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Recommended
<i>Controlled Vocabulary</i>	No (Under development)
<i>Metadata Type</i>	Descriptive
<i>Definition</i>	A topic of the resource; what the content of the resource is about, or what it depicts, or the physical form the original item. Expressed through keywords, phrases, names of places, or events.
<i>Usage</i>	<p>Terms can be as general or as specific as needed and may be pulled from existing subject headings in your library catalog or other source, such as the Library of Congress Subject Headings or Thesaurus for Graphic Materials.</p> <p>Separate multiple terms with a semicolon <;>. Consistent formatting is highly recommended.</p> <p>Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Subject controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>American Civil War; Soldiers</p> <p>Group portrait</p> <p>Coal mines and mining – Safety Measures</p> <p>Clay, Henry</p> <p>Ink drawing</p>

<i>Field Name</i>	Subject, Local
<i>DC field map</i>	Subject
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Recommended
<i>Controlled vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Descriptive
<i>Definition</i>	A topic of the resource, what the content of the resource is about, or what it is, expressed through keywords, phrases, places, or events.
<i>Usage</i>	<p>This field is meant for the more specialized or localized subjects describing an item. General terms that apply to all collections populate the Subject field.</p> <p>Terms that would only be used in a local setting belong here and may be pulled from existing subject headings in your library catalog or other source.</p> <p>Separate multiple terms with a semicolon <;>. Consistent formatting is highly recommended.</p> <p>Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Subject, Local controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>Sesquicentennial celebration</p> <p>Mackinac Bridge</p> <p>Founders’ Day parade; Events-Michigan</p>

<i>Field Name</i>	Creator
<i>DC field map</i>	Creator
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Recommended
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata Type</i>	Descriptive
<i>Definition</i>	The person or entity primarily responsible for creating the intellectual content of the original resource, including, but not limited to, authors of written documents, artists, photographers, collectors of specimens or artifacts.
<i>Usage</i>	<p>Invert personal names (last name, first name). Record corporate names in full LTR form.</p> <p>Leave blank if unknown and do not repeat content in Publisher or Contributor field.</p> <p>If desired, include the function of the Creator in parentheses after the name. See the recommended set of relator terms for the function of the Creator.</p> <p>Do not use honorifics, titles, or nicknames unless it is necessary to disambiguate (e.g., the first name of the person is unknown). Otherwise, these alternate forms of names (such as “Buddy” Jones; Reverend Murrell; Dr. Reed) may be used in the Description field.</p>
<i>Examples</i>	<p>Hemingway, John</p> <p>Johnson, Thomas (photographer)</p> <p>Tenney, J. E. (Jesse Eugene)</p>

<i>Field Name</i>	Contributor
<i>DC field map</i>	Contributor
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Optional
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Descriptive
<i>Definition</i>	The person(s) or organization(s) that made significant intellectual contributions to the resource, but whose contribution is secondary to any entity already specified in a Creator or Publisher element.
<i>Usage</i>	<p>Use the same guidelines described in Creator field. Invert personal names (last name, first name). Record corporate names with full, LTR formatting.</p> <p>Leave blank if unknown, do not repeat content already in Creator or Publisher field.</p> <p>If desired, include the function of the Contributor in parentheses after the name. See the recommended set of relator terms for the function of the Contributor.</p>
<i>Examples</i>	<p>Smith, Robert (illustrator)</p> <p>Jackson Times, Inc.</p> <p>Michigan Department of Education</p>

<i>Field Name</i>	Publisher
<i>DC field map</i>	Publisher
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Recommended
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Descriptive
<i>Definition</i>	The entity or person responsible for making the described resource available, typically the publisher of a text.
<i>Usage</i>	<p>Record the name of the entity responsible for publishing the original resource.</p> <p>The field should contain the publisher of the original item, not the institutions involved in its digitization or sharing.</p> <p>Leave blank if unknown, do not repeat information in Creator or Contributor field. Record field content in full, LTR form.</p>
<i>Examples</i>	<p>Robert Smith & Co.</p> <p>Pewamo Sesquicentennial Committee</p> <p>Detroit Free Press</p> <p>Sleeping Bear Press</p>

<i>Field Name</i>	Date
<i>DC field map</i>	Date
<i>Data type</i>	Date
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Recommended
<i>Controlled Vocabulary</i>	No
<i>Metadata type</i>	Descriptive
<i>Definition</i>	A known or exact date related to the content, issue, release or publication of the resource.
<i>Usage</i>	<p>Leave blank if unknown. Follow yyyy-mm-dd format only.</p> <ul style="list-style-type: none"> • Year: YYYY • Year and month: YYYY-MM • Complete date: YYYY-MM-DD <p>If specific date is unknown, record approximate dates or date ranges in the Time Period field.</p>
<i>Examples</i>	<p>1889-01-15</p> <p>1940-11</p> <p>1828</p>

<i>Field Name</i>	Time Period
<i>DC field map</i>	Coverage-temporal
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Optional
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Descriptive
<i>Definition</i>	A point in time (i.e. decade), identifiable era, or time-period related to the content of the resource.
<i>Usage</i>	<p>Use this field to record approximate dates, date ranges and descriptive eras. Use to describe the temporal characteristics of an object, not the specific date of creation.</p> <p>Consistent formatting of text and dates is highly recommended. Separate multiple terms with a semicolon (;).</p> <p>Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Time Period controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>1889-1993</p> <p>ca.1910</p> <p>2000s</p> <p>20th century</p>

<i>Field Name</i>	County (Michigan)
<i>DC map</i>	Coverage - Spatial
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Recommended
<i>Controlled Vocabulary</i>	Yes - Shared (MI County) - restricted
<i>Metadata type</i>	Descriptive
<i>Definition</i>	The Michigan county on which this content focuses most or from which the item originates.
<i>Usage</i>	<p>Use this field if an item originates in a county, or if it is an image or document containing material connected to a particular county.</p> <p>Leave blank if the context of the material does not relate to a specific county.</p> <p>Field can include one or more county designations, separate multiple terms with a semicolon <;>.</p> <p>Do not enter new or different terms, use terms provided in MI County controlled vocabulary only.</p>
<i>Examples</i>	<p>Chippewa</p> <p>Ingham</p> <p>Wayne; Oakland</p>

<i>Field Name</i>	Place
<i>DC field map</i>	Coverage - spatial
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Recommended
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Descriptive
<i>Definition</i>	The spatial characteristics of the intellectual content of the resource.
<i>Usage</i>	<p>Typically, a named place or location relevant to the intellectual content of the resource. May refer to geographical designations or name of building, site, etc.</p> <p>Leave blank if unknown. Consistent formatting is highly recommended.</p> <p>An established controlled vocabulary, such as The Getty Thesaurus of Geographic Names may be used for this field or partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Place controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>Saginaw Township, MI</p> <p>Detroit, MI</p> <p>Mackinac Island, MI</p>

<i>Field Name</i>	Source
<i>DC field map</i>	Source
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Recommended
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Descriptive
<i>Definition</i>	Used to cite any other resource from which the digital resource was derived, either in whole or in part.
<i>Usage</i>	<p>A free-text account of the source of the original item. May refer to a physical format, collection name, or repository.</p> <p>Consistent formatting is highly recommended.</p> <p>Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Source controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>Smith Family Album</p> <p>Smith Public Library Genealogy Collection</p> <p>Ingham County Library Vertical Files</p>

<i>Field Name</i>	Relation
<i>DC field map</i>	Relation – Is Part Of
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Optional
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Descriptive
<i>Definition</i>	A reference to a related resource.
<i>Usage</i>	<p>This field can include information related to the item's connection to other resources, editions, derivatives, or required external tools.</p> <p>Consistent formatting is highly recommended.</p> <p>Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Relation controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>Image from Nestor Family Album</p> <p>Digital copy of 1988 Sesquicentennial Program Pamphlet</p> <p>Additional information related to this item can be found at: [insert URL]</p>

<i>Field Name</i>	Originating Institution
<i>DC field map</i>	Provenance
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Required
<i>Controlled Vocabulary</i>	Yes - Shared (Digital Hosting Partners) - restricted
<i>Metadata type</i>	Administrative
<i>Definition</i>	The institution responsible for publishing the object to Library of Michigan Digital Collections (LMDigital). The holding institution or physical repository.
<i>Usage</i>	<p>Select the appropriate contributing institution from the controlled vocabulary. The controlled vocabulary for this field includes all current LMDigital hosted partners.</p> <p>Contact LM for additions and corrections to the controlled vocabulary.</p> <p>For publisher of the original, physical item, use Publisher field.</p>
<i>Examples</i>	<p>Burial Sites of the 4th Michigan Volunteer Infantry</p> <p>Dorothy Hull Library</p> <p>Kellogg Community College</p> <p>Presque Isle District Library</p>

<i>Field Name</i>	Local File ID
<i>DC field map</i>	Identifier
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Strongly recommended
<i>Controlled Vocabulary</i>	No
<i>Metadata type</i>	Administrative
<i>Definition</i>	A character string or record number that <i>uniquely</i> identifies a digital object. Provides a reference to the original master file to ensure that individual objects can be managed, stored, recalled, and used reliably.
<i>Usage</i>	<p>Use to record a unique identifier that references the location or organization of your master copy for easy identification and retrieval when needed.</p> <p>You could use the filename, call number or other local organizational reference.</p>
<i>Examples</i>	<p>Capitolpostcard_1</p> <p>ED433828</p> <p>Z701.3.C65 B3 2019</p>

<i>Field Name</i>	Data Provider
<i>DC field map</i>	Audience-Mediator
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Required
<i>Controlled Vocabulary</i>	Yes - Shared (Data Provider) - restricted
<i>Metadata type</i>	Administrative
<i>Definition</i>	The entity responsible for making the resource available.
<i>Usage</i>	<p>Used to record the entity responsible for publishing the digital object. For hosted collections this is the Library of Michigan.</p> <p>Do not enter other information in this field. For publisher of the original, physical item, use Publisher field.</p>
<i>Examples</i>	Library of Michigan, LMDigital Collections

<i>Field Name</i>	Copyright Status
<i>DC field map</i>	Rights
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Required
<i>Controlled Vocabulary</i>	Yes-Shared (Rights Statements URI) - restricted
<i>Metadata type</i>	Administrative
<i>Definition</i>	<p>Refers to the current standing of the item under copyright law. Applies to materials your institution owns, or materials owned or created by others that you are hosting in your collection.</p> <p>Relies on pre-formatted content from RightsStatements.org.</p>
<i>Usage</i>	<p>Review and select an appropriate use statement based on the current standing of the item under copyright law.</p> <p>Please note: Enter ONLY the corresponding URI into the field. The copyright status field is formatted to display the URI as a badge with text, editing the URI or inserting other text in the field will cause an error.</p> <p><i>Information recorded here should not contradict or repeat content in Terms of Use.</i></p>
<i>Examples</i>	<p>http://rightsstatements.org/vocab/InC/1.0/</p> <p>http://rightsstatements.org/vocab/NoC-US/1.0/</p> <p>http://rightsstatements.org/vocab/NKC/1.0/</p>

<i>Field Name</i>	Terms of Use
<i>DC field map</i>	Rights-License
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Optional
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Administrative
<i>Definition</i>	Information concerning use/reuse, reproductions, copyright, attribution, and securing permission.
<i>Usage</i>	<p>If copyright is held by another person or organization, select a Creative Commons license that reflects the permissions granted by the owner.</p> <p>Alternately, the field may include a free text statement providing the user with more information on use limitations, attribution, reproduction, and permissions.</p> <p><i>Information here must not contradict or duplicate information in Copyright Status.</i></p> <p>Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Terms of Use controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>For more information on copyright and use policies, see <insert url>.</p> <p>To inquire about permissions, or for further information about reproductions or commercial use, see: [insert URL]. Please cite Local File ID with request.</p> <p>Please credit 'A Capitol View, LM Digital Collections' when citing this image.</p> <p>CC-BY 4.0</p>

<i>Field Name</i>	Rights Holder Contact
<i>DC field map</i>	Rights-Rights Holder
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Optional
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata type</i>	Administrative
<i>Definition</i>	Instructions for communicating with rights holder and/or public contact information.
<i>Usage</i>	<p>Record public email, phone number or social media links only.</p> <p>Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Rights Holder Contact controlled vocabulary for your collection.</p>
<i>Examples</i>	<p>Please direct any questions to Special Collections at (517) 335-1477.</p> <p>Contact LM through Facebook.</p> <p>To request a high-quality image or copy, use this form <insert link>.</p>

<i>Field Name</i>	Language
<i>DC field map</i>	Language
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Recommended
<i>Controlled Vocabulary</i>	Yes – Shared (Language)
<i>Metadata type</i>	Descriptive
<i>Definition</i>	The written or spoken language(s) of the intellectual content of the resource.
<i>Usage</i>	<p>Use for objects that contain text or speech only.</p> <p>An established controlled vocabulary, such as the Library of Congress MARC code list for languages, may be used for this field.</p> <p>Add new codes as needed, separate multiple terms with a semicolon <;>.</p>
<i>Examples</i>	<p>eng</p> <p>spa</p> <p>pol; eng</p>

<i>Field Name</i>	Media Type
<i>DC field map</i>	Type
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Recommended
<i>Controlled Vocabulary</i>	Yes – Shared (Type vocabulary)
<i>Metadata type</i>	Administrative
<i>Definition</i>	The genre and/or nature of the physical carrier of the original resource.
<i>Usage</i>	<p>Media Type can be populated by established controlled vocabularies, such as select DCMI and MIME terms, as well as collective, common-use terms designed to enhance discovery. Terms should be singular (book), not plural (books).</p> <p>Add new terms as needed, separate multiple terms with a semicolon <;>.</p>
<i>Examples</i>	<p>Audio</p> <p>Text</p> <p>Moving Image</p> <p>Postcard</p> <p>Oral history; Audio</p>

<i>Field Name</i>	File Format
<i>DC field map</i>	Format - medium
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Recommended
<i>Controlled Vocabulary</i>	Yes – Shared (Format)
<i>Metadata type</i>	Administrative
<i>Definition</i>	The file format of the digital resource.
<i>Usage</i>	<p>Select an appropriate format from the file format description list.</p> <p>Add new terms as needed, separate multiple terms with a semicolon <;>.</p>
<i>Examples</i>	<p>PDF</p> <p>WAV</p> <p>MP4;TXT</p>

<i>Field Name</i>	Inputter
<i>DC field map</i>	None
<i>Data type</i>	Text
<i>Field size</i>	Small
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use Standard</i>	Optional
<i>Controlled Vocabulary</i>	Optional - Available for local use
<i>Metadata Type</i>	Administrative
<i>Definition</i>	A field to record the identity of the person responsible for adding the metadata and image to the collection.
<i>Usage</i>	<p>Enter initials or a (brief) form of the name of the person that input the metadata and image. You may also use numbers or an alphanumeric combination.</p> <p>Use to search your collection by inputter. Especially useful if you are using a tiered approach to record creation, i.e. one person adds the metadata and image, but another person reviews the record for errors or completion prior to approval and indexing. Consistent practice is recommended.</p> <p>Primarily for administrative purposes - Partners may develop a controlled vocabulary for their own use – contact LM if you want to set up a Inputter controlled vocabulary for your collection -OR- use the Project Client metadata template ‘username’ default type to automatically populate this field with a unique system supplied identity.</p> <p>If recording more than one person’s identity is necessary, follow unique entries with a semicolon <;>.</p>
<i>Examples</i>	<p>BMB; MPP; JAS</p> <p>Jennifer; Matt; Bernadette</p> <p>Input1; Review2;</p>

<i>Field Name</i>	Transcript
<i>DC field map</i>	Description
<i>Data type</i>	Full Text Search
<i>Field size</i>	Large
<i>Searchable</i>	Yes
<i>Visible</i>	Yes
<i>Use standard</i>	Required (for text-based items)
<i>Controlled Vocabulary</i>	No
<i>Metadata type</i>	Descriptive
<i>Definition</i>	Field that captures text embedded in the object.
<i>Usage</i>	<p>Edit field content to correct missing text or errors and add new or additional content as needed. Use regular paragraph formatting.</p> <p><i>This field auto-populates with text captured from text files processed with OCR.</i></p>
<i>Examples</i>	See usage above.

<i>Field Name</i>	Filename
<i>DC field map</i>	Identifier
<i>Data type</i>	Text
<i>Field size</i>	n/a
<i>Searchable</i>	n/a
<i>Visible</i>	n/a
<i>Use standard</i>	Required
<i>Controlled Vocabulary</i>	n/a
<i>Metadata type</i>	Administrative
<i>Definition</i>	A character string followed by a standard file format designation that represents the name of the digital file.
<i>Usage</i>	<p>Record the unique alphanumeric reference (filename) to the original master file. Limit filenames to 50 characters or less.</p> <p><i>The content of this field is necessary for Project Client upload processes involving tab-delimited metadata files but does not appear in the public online metadata display.</i></p>
<i>Examples</i>	<p>Capitolpostcard_1.jpg</p> <p>MDOReport_2251.pdf</p> <p>Legcomposite_1872.tif</p>