



## Metadata Guidelines for DPLA Participation

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*Note: This document may evolve and change over time and as the needs of our partners are identified. Please feel free to send comments or questions to Leigh Jeremias directly at [ljeremias@coloradovirtuallibrary.org](mailto:ljeremias@coloradovirtuallibrary.org). This document is intended for use by those that have established digital collections and by those that are just getting started.*

### Introduction

These guidelines include Digital Public Library of America (DPLA) and Plains to Peaks Collective (PPC) requirements, recommendations and best practices for preparing your collections metadata for participation in the PPC Service Hub and the DPLA. These guidelines were largely informed by the [DPLA Metadata Application Profile](#) (v5.0) and other active DPLA service Hub metadata guidelines. DPLA intends that metadata fields describe the **original resource** (original item), such as a photograph or letter, not the digital representation (digital scan or photograph) of that item. However, fields could describe a digital item if the item being described is born-digital. These guidelines are not meant to be a comprehensive cataloging guide but rather a guide for sharing data for participation in the DPLA. Your institution may have its own institutional cataloging guidelines. It is the PPC hope that institutional guidelines can work alongside or be crosswalked to these guidelines.

The PPC does not recommend a particular metadata schema, as every institution's needs are different. For each field we do offer crosswalks to MARC, MODS, and Qualified Dublin Core. If you follow a local metadata schema or one that is not listed as a crosswalk we are happy to review your metadata schema to discover compatible fields. We highly recommend that within your chosen metadata schema, you are as consistent as is possible across the records supplied to the PPC and the DPLA. The DPLA has few requirements for the metadata that is shared. However, the more fields a content provider supplies the more discoverable their items will be in the DPLA platform. Please also note that DPLA requires that the **metadata** (not necessarily the collection item) be licensed as [CC0](https://creativecommons.org/share-your-work/public-domain/cc0/), Public domain, No rights reserved (<https://creativecommons.org/share-your-work/public-domain/cc0/>).

## Objects not Accepted

The DPLA does not accept the following records as digital objects:

- Finding aids
- Objects that do not resolve to a digitally available item
- Records for individual pages of a book or component records
- Full text transcriptions held within the digital object record
- Secondary products of education and scholarship; such as lecture notes, presentations, and related materials that are often found in institutional repositories
- They prefer that student thesis or dissertation be historical in nature
- Datasets (neither small or large, including XSL, etc.)

## Terminology used in this Document

- **Metadata:** Metadata is commonly defined as "data about data." It is frequently used to locate or manage information resources by abstracting or classifying those resources or by capturing information not inherent in the resource. It is recorded information that identifies content, describes content, allows content to be discovered, facilitates searching, enables content to be browsed, etc.
- **Digital object:** A descriptive metadata record of a unique item such as a photograph, manuscript material, artwork, born-digital item, etc. It has to be a single descriptive metadata record but it does not need to describe a single item. A record should describe a single book, for example, rather than all its pages. A single digital object might also be for a folder of objects that are presented together as a single multi-part item, such as a file folder of archival material. What doesn't work is a link to a record that then has links to many multiple digital objects with their own descriptions, such as a finding aid for a collection.
- **Required:** This information must be provided by the institution that owns the item in order for it to be sent to DPLA
- **Required When Applicable:** If this information is relevant to the item being described, the owning institution needs to supply this information in order for it to be sent to DPLA
- **Strongly Recommended:** Adding this information will provide maximum discoverability.

- **Recommended:** While not strictly required for the item to be discovered, adding this information will help searchers find your information more easily and provide potentially critical information for them to figure out if it's something that would be useful in their research.
- **Partner Supplied:** Institution that owns the item provides this information, which is taken verbatim by DPLA and used in its platform *as is*.
- **Derived from Partner-supplied data:** Institution that owns the item provides an appropriate form of this information. DPLA and/or PPC takes that information and creates a standardized version of that for its platform. For more information see the relevant section under *PPC Required and Recommended Fields* below.

## Suggested Controlled Vocabularies

The PPC does not endorse one vocabulary over another but rather offers the below list as a reference. The PPC understands that many institutions have their own local controlled vocabularies. With the metadata supplied to PPC, it is important to be as consistent as possible in the use of any controlled vocabulary.

Abbreviation	Full Name	URL
ISO 639-2	Codes for the Representation of Names of Languages	<a href="https://www.loc.gov/standards/iso639-2/php/code_list.php">https://www.loc.gov/standards/iso639-2/php/code_list.php</a>
DCMI	DCMI Type Vocabulary	<a href="http://dublincore.org/documents/2012/06/14/dcmi-terms/?v=dcmitype#H7">http://dublincore.org/documents/2012/06/14/dcmi-terms/?v=dcmitype#H7</a>
GeoNames	GeoNames Geographical Database	<a href="http://www.geonames.org/">http://www.geonames.org/</a>
ATT	Getty Art & Architecture Thesaurus	<a href="http://www.getty.edu/research/tools/vocabularies/aat/">http://www.getty.edu/research/tools/vocabularies/aat/</a>
TGN	Getty Thesaurus of Geographic Names	<a href="http://www.getty.edu/research/tools/vocabularies/tgn/index.html">http://www.getty.edu/research/tools/vocabularies/tgn/index.html</a>
ULAN	Getty Union List of Artist Names	<a href="http://www.getty.edu/research/tools/vocabularies/ulan/">http://www.getty.edu/research/tools/vocabularies/ulan/</a>
FAST	Faceted Application of Controlled Vocabulary	<a href="http://fast.oclc.org/searchfast/">http://fast.oclc.org/searchfast/</a>

IANA	IANA Media Types	<a href="https://www.iana.org/assignments/media-types/media-types.xhtml">https://www.iana.org/assignments/media-types/media-types.xhtml</a>
LCNAF	Library of Congress Name Authority File	<a href="http://id.loc.gov/authorities/names.html">http://id.loc.gov/authorities/names.html</a>
LCSH	Library of Congress Subject Headings	<a href="http://id.loc.gov/authorities/subjects.html">http://id.loc.gov/authorities/subjects.html</a>
TGM	Library of Congress Thesaurus for Graphic Material	<a href="http://www.loc.gov/pictures/collection/tgm/">http://www.loc.gov/pictures/collection/tgm/</a>
Rights	RightsStatements.org	<a href="http://rightsstatements.org">http://rightsstatements.org</a>
VIAF	Virtual International Authority File	<a href="https://viaf.org/">https://viaf.org/</a>

## PPC Fields at a Glance (listed by requirement)

See also: [PPC Required and Recommended Fields \(listed alphabetically\)](#)

Field Label	Required by DPLA?	Who supplies this data?	Displayed in DPLA?	Display Type
Data Provider	Required	Derived from Partner-supplied data	Yes	Short, long and Facet
Is Shown At (URL)	Required	Partner Supplied data	Yes	Long
Rights	Required	Partner Supplied	Yes	Long/ Future Facet
Title	Required	Partner Supplied	Yes	Short and long
Preview	Required When Applicable	Partner Supplied/ Derived from Partner-supplied data	Yes	Image
Intermediate Provider	Required when Applicable	Partner Supplied	Yes	Long and facet

Date Created	Strongly Recommended	Standardized by DPLA from partner-supplied data	Yes	Short, long, facet and timeline
Description	Strongly Recommended	Partner Supplied	Yes	Short and long
Place	Strongly Recommended	Partner Supplied	Yes	Long and facet
Subject	Strongly Recommended	Partner Supplied	Yes	Long and facet
Type	Strongly Recommended	Standardized by PPC and DPLA from partner-supplied data	Yes	Short, long, and facet
Creator	Recommended	Partner Supplied	Yes	Short and long
Identifier	Recommended	Partner Supplied	Not displayed but searchable	
Language	Recommended	Standardized from partner-supplied data	Yes	Long and facet
Alternative Title	Optional	Partner Supplied	Not displayed but searchable	
Collection Title	Optional	Partner Supplied	Not displayed but searchable	
Collection URL	Optional	Partner Supplied	Not displayed	
Contributor	Optional	Partner Supplied	Not displayed but searchable	

Extent	Optional	Partner Supplied	Not displayed but searchable	
Format	Optional	Partner Supplied	Yes	Long
IIIF Manifest	Optional	Partner Supplied/ Derived from Partner-supplied data	No	
Publisher	Optional	Partner Supplied	Yes	Long
Relation	Optional	Partner Supplied	Not displayed but searchable	

\*For a limited number of fields the PPC or the DPLA will transform partner supplied data and standardized it to meet the DPLA requirements

## PPC Required and Recommended Fields (listed alphabetically)

Field	Alternate Title
<b>DPLA Status</b>	Optional
<b>Hub Status</b>	Optional
<b>Description</b>	Any alternative title of the described resource including abbreviation and translation.
<b>Qualified DC</b>	dcterms:alternative
<b>MARC</b>	246 Varying Form of Title
<b>MODS</b>	mods:titleInfo (use type="alternative")
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Natural Language

<b>Notes and Best Practices</b>	This is not meant to be repetitive of the main title, however translation of foreign language titles are acceptable. Ensure that the alternative title is for the object, not the title of the series or the collection, or for other related objects. Avoid the use of explanatory or qualifying symbols (such as brackets).
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Undergraduate course catalog, 1961-62</li> </ul>

<b>PPC Field</b>	<b>Collection Title</b>
<b>DPLA Status</b>	Recommended
<b>Hub Status</b>	Optional
<b>Description</b>	Collection or aggregation of which described resource is a part.
<b>Qualified DC</b>	dcterms:ispartof
<b>MARC</b>	490/830 (for series) ; 730 (for related entries)
<b>MODS</b>	mods:relatedItem (with type="series")
<b>Repeatable</b>	No
<b>CV/Syntax</b>	Natural Language
<b>Notes and Best Practices</b>	Use collection names that are understandable outside of the institutional context (examples: no acronyms, institutional names if necessary, not broad topics used for local browsing). Use collection names consistently across all records.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Colorado Italian Americans Collection</li> <li>• George Lytle Beam Photograph Collection</li> </ul>

<b>PPC Field</b>	<b>Collection URL</b>
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<b>DPLA Status</b>	Optional if using Collection Title
<b>Hub Status</b>	Optional if using Collection Title
<b>Description</b>	URL of the Collection or aggregation of which described resource is a part.
<b>Qualified DC</b>	N/A
<b>MARC</b>	N/A
<b>MODS</b>	N/A
<b>Repeatable</b>	No
<b>CV/Syntax</b>	URL
<b>Notes and Best Practices</b>	
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <a href="http://5008.sydneyplus.com/HistoryColorado_ArgusNet_Final/Portal.aspx?lang=en-US&amp;p_AAE=tab4&amp;p_AAAU=GeorgeLyleBeamPhotographs">http://5008.sydneyplus.com/HistoryColorado_ArgusNet_Final/Portal.aspx?lang=en-US&amp;p_AAE=tab4&amp;p_AAAU=GeorgeLyleBeamPhotographs</a></li> <li>• <a href="http://digitalcollections.uwyo.edu/luna/servlet/view/all?sort=rid%2Ctitle%2Cdate_original%2Csource">http://digitalcollections.uwyo.edu/luna/servlet/view/all?sort=rid%2Ctitle%2Cdate_original%2Csource</a></li> </ul>

<b>PPC Field</b>	<b>Contributor</b>
<b>DPLA Status</b>	Optional
<b>Hub Status</b>	Optional
<b>Description</b>	An entity responsible for making contributions to the described resource.
<b>Qualified DC</b>	dcterms:contributor
<b>MARC</b>	Multiple fields are possible: 700; 710; 711; 720 when the relator term (subfield e) is not 'aut' or 'cre'



<b>MODS</b>	mods:name (with 'role' subelement)
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	LCNAF, ULAN, etc. If a controlled vocabulary term is not available, prefer/recommend the use of a syntax such as: Lastname, Firstname, birthyear-deathyear (if known). This assures that like names are sorted together
<b>Notes and Best Practices</b>	This field is used to note contribution to the original work. Examples of a Contributor include a person, an organization, or a service. This field should not be used to note the name of individuals who have cataloged or scanned the resource. Avoid the use of placeholders such as "Unknown."
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Illustrators</li> <li>• chapter authors</li> <li>• Oral history interviewer</li> <li>• United States. Army Map Service</li> </ul>

<b>PPC Field</b>	<b>Creator</b>
<b>DPLA Status</b>	Recommended
<b>Hub Status</b>	Recommended
<b>Description</b>	An entity primarily responsible for making the resource.
<b>Qualified DC</b>	dcterms:creator
<b>MARC</b>	Same as contributor
<b>MODS</b>	mods:name (with 'role' subelement)
<b>Repeatable</b>	Yes

<b>CV/Syntax</b>	LCNAF, ULAN, etc if available. If a controlled vocabulary term is not available, prefer/recommend the use of a syntax such as: Lastname, Firstname, birthyear-deathyear (if known). This assures that like names are sorted together.
<b>Notes and Best Practices</b>	Examples of a Creator include a person, an organization, or a service. Can be used to indicate the Maker role. Avoid the use of placeholder values such as “unknown.” For oral histories, Creator is interviewee.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Beam, George L. (George Lytle), 1868-1935</li> <li>• Lee, Herschel</li> <li>• United States. Geological Survey</li> </ul>

<b>PPC Field</b>	<b>Data Provider (Contributing Institution)</b>
<b>DPLA Status</b>	Required
<b>Hub Status</b>	Required
<b>Description</b>	The organization or entity that supplies data to DPLA through the PPC. Institutions may at times also do this through a hosting institution (see Intermediate Provider)
<b>Qualified DC</b>	N/A See Notes and Best practices
<b>MARC</b>	N/A See Notes and Best practices
<b>MODS</b>	N/A See Notes and Best practices
<b>Repeatable</b>	No
<b>CV/Syntax</b>	Natural Language
<b>Notes and Best Practices</b>	This will be displayed in DPLA as “Contributing Institution.” When supplying content please provide the PPC with how you would like your institutional name displayed and the PPC will supply it..
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Colorado College</li> </ul>

	<ul style="list-style-type: none"> <li>• History Colorado</li> <li>• Denver Public Library</li> </ul>
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PPC Field	Date Created (Original)
DPLA Status	Recommended
Hub Status	Strongly Recommended
Description	Date of creation of the original resource.
Qualified DC	dcterms:created
MARC	260##\$c
MODS	mods:originInfo (with 'dateCreated' subelement)
Repeatable	No
CV/Syntax	EDTF (extended date/time format) YYYY-MM-DD or YYYY-YYYY is preferred.
Notes and Best Practices	This is not the day the item was digitized. Use of the EDTF schema is recommended to avoid ambiguity and to normalize the date format. You can give an exact date or a date range but each of those instances should be created in a consistent format. There are many ways to express uncertainty about dates. Recommend the use of the standard ways compatible with EDTF found in DPLA's Geographic and Temporal Guidelines ( <a href="http://bit.ly/dpla-geo-styleguide">http://bit.ly/dpla-geo-styleguide</a> ). If those are not possible the use of internally consistent methods is recommended. For date aboutness such as, Dust Bowl Era, 1931-1939, use subject field.
Examples	<ul style="list-style-type: none"> <li>• 1973-05-22</li> <li>• 1730-1750</li> <li>• Avoid the use of Date unknown, N/A or n.d.</li> </ul>

PPC Field	Description
DPLA Status	Recommended
Hub Status	Strongly Recommended
Description	A free text account of the resource.
Qualified DC	dcterms:description
MARC	520##\$a (Summary) ; 505#0\$a (Table of Contents)
MODS	mods:abstract
Repeatable	No
CV/Syntax	Natural Language
Notes and Best Practices	Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource. No full text description or OCR output is allowed. Ensure that the description is of the object being described and not a collection to which it belongs or any other parent or child entity.
Examples	<ul style="list-style-type: none"> <li>• White cotton batiste baby dress believed to have been worn by Greta Puckett as a baby in Nebraska circa 1902. The dress has embroidery and openwork in three rectangles and openwork across the front. It has long sleeves with a band, and two buttons in the back.</li> <li>• Photograph of an unidentified young man, possibly a graduation photograph that appears to have been taken in Nebraska, circa 1900-1910. The boy appears to be holding a diploma in one hand. The photograph was taken by the Lesmeister studio in Shelton, Nebraska.</li> </ul>

PPC Field	Extent
DPLA Status	Optional

<b>Hub Status</b>	Optional
<b>Description</b>	The size or duration of the original resource.
<b>Qualified DC</b>	dcterms:extent
<b>MARC</b>	300 ; 306
<b>MODS</b>	mods:physicalDescription
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Natural language
<b>Notes and Best Practices</b>	Make sure content is appropriate to the field, not a broader format term. Examples include a number of pages (letter), dimensions (Object), period of time in hours, minutes and sec (recording). Recommend use of consistency in handling measurement terminology for maximum understandability. Include the digital file size only when the resource is born digital.
<b>Examples</b>	<ul style="list-style-type: none"> <li>● 4 7/8 x 8 3/16 inches</li> <li>● 1 map on 13 sheets</li> <li>● 00:14:21</li> <li>● 406 pages</li> <li>● Height x width x depth</li> </ul>

<b>PPC Field</b>	<b>Format</b>
<b>DPLA Status</b>	Recommended
<b>Hub Status</b>	Optional
<b>Description</b>	Physical medium of described resource.
<b>Qualified DC</b>	dcterms:format

<b>MARC</b>	008/23 ; 338
<b>MODS</b>	mods:physicalDescription (with subelement 'internetMediaType' for born-digital materials, or 'extent' to describe the physical original from which the digital surrogate was created)
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Recommend use of a controlled vocabulary (TGM, AAT, etc.). The information <b>can be</b> relevant to determine the equipment needed to display or operate a born-digital resource (e.g. if the described resource has format pdf you need a pdf reader to use it). For that purpose you can use IANA type.
<b>Notes and Best Practices</b>	Format is a more granular description of the type of object described than the simple vocabulary used in the Type field. It can encompass description of the medium, materials, genre, or other similar terms.
<b>Examples</b>	<ul style="list-style-type: none"> <li>● application/pdf</li> <li>● audio/mpeg</li> <li>● image/tiff</li> <li>● video/mpeg</li> <li>● videocassette</li> <li>● gelatin silver negatives</li> <li>● Broadside</li> </ul>

<b>PPC Field</b>	<b>Identifier</b>
<b>DPLA Status</b>	Optional
<b>Hub Status</b>	Recommended
<b>Description</b>	ID of described resource <b>within a given context.</b>
<b>Qualified DC</b>	dcterms:identifier
<b>MARC</b>	020 (ISBN) ; 022 (ISSN) ; 024 (Other identifier)

<b>MODS</b>	mods:identifier (with type="uri") -- Persistent identifiers For other uses, include a relevant 'type' value and add accession number, call number, etc.
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Natural language
<b>Notes and Best Practices</b>	An institution could have more than one instance of an identifier, for example an accession number and a call number.
<b>Examples</b>	<ul style="list-style-type: none"> <li>● P441110B</li> <li>● HPHWPZ201404000165</li> <li>● 1999-002_006</li> <li>● Accession number</li> <li>● Object ID</li> </ul>

<b>PPC Field</b>	<b>IIIF Manifest (master image urls for image retrieval)</b>
<b>DPLA Status</b>	Optional
<b>Hub Status</b>	Optional
<b>Description</b>	A resource that references or otherwise points to the described resource. This field is used for a manifest URI for a IIIF resource in order to retrieve the master image url.
<b>Qualified DC</b>	dcterms:isreferencedby
<b>MARC</b>	N/A
<b>MODS</b>	Mods:location (url note="IIIF manifest")
<b>Repeatable</b>	No
<b>CV/Syntax</b>	URL

<b>Notes and Best Practices</b>	Must resolve to an actionable URI for the presentation manifest of a IIIF object. Currently this is used for partners that would like to participate in the <a href="#">DPLA Wikimedia partnership</a> . Each platform may supply this information differently. Systems that do not support IIIF may share the master image urls in a different way. During the ingest process, the PPC will work with each of its partners to determine the process for supplying this information.
<b>Examples</b>	<a href="https://digital.denverlibrary.org/iiif/info/p15330coll22/90373/manifest.json">https://digital.denverlibrary.org/iiif/info/p15330coll22/90373/manifest.json</a>

<b>PPC Field</b>	<b>Intermediate Provider (Supporting Institution)</b>
<b>DPLA Status</b>	Required when applicable
<b>Hub Status</b>	Required when applicable
<b>Description</b>	An intermediate organization that selects, collates, or curates data from a Data Provider that is then aggregated by a Provider from which DPLA harvests.
<b>Qualified DC</b>	N/A See Notes and Best practices
<b>MARC</b>	N/A See Notes and Best practices
<b>MODS</b>	N/A See Notes and Best practices
<b>Repeatable</b>	No
<b>CV/Syntax</b>	Natural Language
<b>Notes and Best Practices</b>	The organization must be distinct from both the Data Provider and the Provider in the data supply chain. In instances where one institution is hosting another institution's content, the hosting institution (Intermediate Provider) will be displayed in DPLA as the "Supporting Institution" and the other (Date Provider) will be the "Contributing Institution." When submitting records, please let the PPC know what local metadata field you are storing information that would be relevant to DPLA's "Data Provider" field <b>in instances</b> where there is both a data provider and intermediate provider and we will map the information.



<b>Examples</b>	<ul style="list-style-type: none"> <li>DPLA <a href="#">example</a> of both intermediate provider and data provider</li> </ul>
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<b>PPC Field</b>	<b>Is Shown at (URL)</b>
<b>DPLA Status</b>	Required
<b>Hub Status</b>	Required
<b>Description</b>	Unambiguous URL reference to digital objects in its full information context.
<b>Qualified DC</b>	N/A
<b>MODS</b>	Mods:location (with subelement 'url')
<b>Repeatable</b>	No
<b>CV/Syntax</b>	Must be a URL. The URL must resolve to a web page showing the item and its accompanying metadata.
<b>Notes and Best Practices</b>	This field is used so that DPLA visitors can link back to the object record at the home institution that displays the full metadata associated with the object. The data must be in a discrete property that is easily mapped.
<b>Examples</b>	<ul style="list-style-type: none"> <li><a href="http://5008.sydneyplus.com/HistoryColorado_ArgusNet_Final/ViewRecord.aspx?template=Object&amp;record=f5f22708-7016-46b2-9dc0-e09950c02d42&amp;displayFields=Attachment&amp;lang=en-US">http://5008.sydneyplus.com/HistoryColorado_ArgusNet_Final/ViewRecord.aspx?template=Object&amp;record=f5f22708-7016-46b2-9dc0-e09950c02d42&amp;displayFields=Attachment&amp;lang=en-US</a></li> </ul>

<b>PPC Field</b>	<b>Language</b>
<b>DPLA Status</b>	Recommended
<b>Hub Status</b>	Recommended
<b>Description</b>	A language of the resource.
<b>Qualified DC</b>	dcterms:language

<b>MARC</b>	041
<b>MODS</b>	mods:language
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Controlled vocabulary, ISO639-3, RFC4646, Lexvo (URL) is preferred
<b>Notes and Best Practices</b>	Strongly recommended for text materials. List multiple entries separated with a semicolon. <b>PPC or DPLA will normalize data</b>
<b>Examples</b>	<ul style="list-style-type: none"> <li>● German</li> <li>● eng</li> <li>● fre</li> <li>● <a href="http://www.lexvo.org/page/iso639-3/dan">http://www.lexvo.org/page/iso639-3/dan</a></li> </ul>

<b>PPC Field</b>	<b>Place</b>
<b>DPLA Status</b>	Recommended
<b>Hub Status</b>	Strongly recommended
<b>Description</b>	Spatial characteristics of the described resource, such as a country, city, region, address or other geographical term. Captures aboutness. Geographic location relevant to the original item.
<b>Qualified DC (Recommended)</b>	dcterms:spatial
<b>MARC</b>	522##\$a
<b>MODS</b>	mods:subject (with subelement 'geographic')
<b>Repeatable</b>	Yes

<b>CV/Syntax</b>	Recommend the use of a controlled vocabulary such as LCNAF, TGN, GeoNames or consistent local vocabulary.
<b>Notes and Best Practices</b>	Please see DPLA's Temporal and Geographic Guidelines <a href="http://bit.ly/dpla-geo-styleguide">http://bit.ly/dpla-geo-styleguide</a> . Use only for spatial topics that a resource is about.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Laramie (Wyo.)</li> <li>• Ouray County (Colo.)</li> <li>• Denver, Colorado</li> <li>• <a href="http://www.geonames.org/maps/google_39.739_-104.985.html">http://www.geonames.org/maps/google_39.739_-104.985.html</a></li> <li>• DPLA Temporal and Geographic Guidelines has several other examples.</li> </ul>

<b>PPC Field</b>	<b>Preview</b>
<b>DPLA Status</b>	Required when applicable
<b>Hub Status</b>	Required when applicable
<b>Description</b>	The URL of a thumbnail, extract, preview or other type of resource representing the digital object for the purposes of providing a preview.
<b>Qualified DC</b>	N/A
<b>MARC</b>	N/A
<b>MODS</b>	N/A
<b>Repeatable</b>	No
<b>CV/Syntax</b>	Must be a URL
<b>Notes and Best Practices</b>	Each platform may supply this information differently. During the ingest process, the PPC will work with each of its partners to determine the process for supplying this information.

	It must be a URL to a thumbnail, not a landing page. A preview is highly recommended but not required by DPLA for text, video or audio. In those cases do not supply a generic image as DPLA prefers to supply their own generic icon. Any image supplied will be displayed on the front end at 350px on the longest side.
<b>Examples</b>	<a href="http://digital.denverlibrary.org/utills/getthumbnail/collection/p15330coll22/id/68544">http://digital.denverlibrary.org/utills/getthumbnail/collection/p15330coll22/id/68544</a>

<b>PPC Field</b>	<b>Publisher (original)</b>
<b>DPLA Status</b>	Optional
<b>Hub Status</b>	Optional
<b>Description</b>	Entity responsible for making the described resource available, typically the publisher of a text.
<b>Qualified DC</b>	dcterms:publisher
<b>MARC</b>	260##\$b ; 264##\$b
<b>MODS</b>	mods:originInfo (with subelement 'publisher')
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	LCNAF or VIAF
<b>Notes and Best Practices</b>	The field is intended to contain the publisher of the original item, not institutions involved in its digitization or sharing. Use this field for published materials such as books, magazines and journals. Avoid placeholder values like "unknown".
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Rand McNally and Company</li> </ul>

<b>PPC Field</b>	<b>Relation</b>
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<b>DPLA Status</b>	Optional
<b>Hub Status</b>	Optional
<b>Description</b>	A related resource.
<b>Qualified DC</b>	dcterms:relation
<b>MARC</b>	Many options, including 856 (all-purpose) and 555 (finding aids/indexes)
<b>MODS</b>	mods:relatedItem
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Free text. Recommended use of a local controlled vocabulary. Can include a URL.
<b>Notes and Best Practices</b>	Relation is intended for use with other items that have some relationship with the content. However, if the relationship is specifically that of collection membership or replacing another item, those more specific fields should be used. Recommend only using information that is intelligible outside of the original institution context. For example, call numbers or identifiers that do not make sense out of context should not be included.
<b>Examples</b>	<p>Related Items</p> <ul style="list-style-type: none"> <li>• <a href="#">Vintage Vail Quilt Square, Blanche Ski Shop, 1962</a></li> <li>• <a href="#">Book - Vintage Vail Quilt</a></li> </ul>

<b>PPC Field</b>	<b>Rights</b>
<b>DPLA Status</b>	Required
<b>Hub Status</b>	Required

<b>Description</b>	Information about rights held in and over the resource. Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights.
<b>Qualified DC</b>	dcterms:Rights
<b>MARC</b>	540##\$a
<b>MODS</b>	mods:accessCondition (with type="use and reproduction" xlink:href="[URI of rightsstatements statement]")
<b>Repeatable</b>	No
<b>CV/Syntax</b>	Must be a URL from <a href="http://rightsstatements.org">http://rightsstatements.org</a> or <a href="#">Creative Commons license</a>
<b>Notes and Best Practices</b>	Use the provided URL on the righstatements.org website that best matches the rights associated with that digital object. DPLA will then display the label, description and icon on dp.la, for example <a href="https://dp.la/item/723513064603690b2c9a28ffc6fd15a5">https://dp.la/item/723513064603690b2c9a28ffc6fd15a5</a> . The use of rightsstatements.org is only required for the metadata supplied to DPLA. You can use your own local rights statement at your home institution.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• <a href="http://rightsstatements.org/page/InC/1.0/">http://rightsstatements.org/page/InC/1.0/</a></li> <li>• <a href="https://creativecommons.org/licenses/by-nd/2.0/">https://creativecommons.org/licenses/by-nd/2.0/</a></li> </ul>

PPC Field	Subject
<b>DPLA Status</b>	Strongly Recommended
<b>Hub Status</b>	Strongly Recommended
<b>Description</b>	The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes.
<b>Qualified DC</b>	dcterms:subject

<b>MARC</b>	6XX
<b>MODS</b>	mods:subject
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Use of a controlled vocabulary (LCSH, TGM, FAST, etc.) or name authority (LCNAF, VIAF, etc.) is highly recommended.
<b>Notes and Best Practices</b>	<p>If you are using a controlled vocabulary, recommend the use of the URI in addition to the string value depending on the schema used. Recommend uncoordinated subject heading if headings are being newly created.</p> <ul style="list-style-type: none"> <li>For example, in a Dublin Core record you might use:  <pre>&lt;dc:subject&gt;Civil rights movements&lt;/dc:subject&gt; &lt;dc:subject&gt;Mississippi&lt;/dc:subject&gt; &lt;dc:subject&gt;Jackson&lt;/dc:subject&gt;</pre> </li> </ul> <p>Instead of  <pre>&lt;dc:subject&gt;Civil rights movements -- Mississippi -- Jackson&lt;/dc:subject&gt;</pre></p> <p>This suggestion is made to increase matching of terms in the aggregated data set. Not all providers will use the same controlled vocabulary lists. Even among those who do, the granular nuance of the coordinated subject headings makes it impossible to bring together records based on the larger concepts present in the heading.</p>
<b>Examples</b>	<ul style="list-style-type: none"> <li>Women</li> <li>Sweetland, Henry Hale, 1848-1938</li> <li>Coal Miners</li> </ul>

<b>PPC Field</b>	<b>Title</b>
<b>DPLA Status</b>	Required

<b>Hub Status</b>	Required
<b>Description</b>	Primary name given to the resource. Typically, a Title will be a name by which the resource is formally known.
<b>Qualified DC</b>	dcterms:title
<b>MARC</b>	245 & 246
<b>MODS</b>	mods:titleInfo
<b>Repeatable</b>	No
<b>CV/Syntax</b>	Natural Language
<b>Notes and Best Practices</b>	When titles are created for works, they should be concise. The description field should be used for more detail. Descriptive and informative titles are preferred whenever possible (as opposed to things like "unknown" or an id number). Not all materials can or should be titled uniquely. This recommendation exists to encourage data creators to create unique and informative titles when they can. Recommend minimal but appropriate use of punctuation. DPLA prefers that titles not have unnecessary quotation marks, brackets or ending periods.
<b>Examples</b>	<ul style="list-style-type: none"> <li>• General View of Mesa at Tsankawi Ruin, Bandelier National Monument, N. M.</li> <li>• Golden Jubilee Program</li> <li>• Battenburg Lace Doily</li> </ul>

<b>PPC Field</b>	<b>Type</b>
<b>DPLA Status</b>	Strongly Recommended
<b>Hub Status</b>	Strongly Recommended
<b>Description</b>	The nature or genre of the resource. Ref (Strongly Recommended



<b>Qualified DC</b>	dcterms:type
<b>MARC</b>	336
<b>MODS</b>	<p>Depends on institutional practice:</p> <ul style="list-style-type: none"> <li>• mods:typeOfResource -- if using <a href="#">MODS-based Type vocabulary</a>)</li> <li>• mods:genre (with type="dct") -- if using DCMI CV</li> </ul>
<b>Repeatable</b>	Yes
<b>CV/Syntax</b>	Recommend use of <a href="#">DCMI Type Vocabulary</a> URLs
<b>Notes and Best Practices</b>	<p>Type is intended as a broad categorization, not a more granular term/field like format or genre. Types need to be distinguishable from these other terms. Recommended best practice is to assign the type <i>Text</i> to images of textual materials. Use the DCMI type vocabulary if possible, or an internal standard that can be mapped and is consistent and the <b>DPLA will normalize the metadata to</b> DCMI terms. Some examples of other vocabularies that PPC could easily transform are the MODS type of resource values (<a href="http://www.loc.gov/standards/mods/mods-outline-3-6.html#typeOfResource">http://www.loc.gov/standards/mods/mods-outline-3-6.html#typeOfResource</a>) and the Library of Congress's Content Types list (<a href="http://id.loc.gov/vocabulary/contentTypes.html">http://id.loc.gov/vocabulary/contentTypes.html</a>).</p>
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Text</li> <li>• Image</li> <li>• Physical Object</li> <li>• Sound</li> <li>• Moving Image</li> </ul>