SNHU Academic Archive

Southern New Hampshire University

Guide to using Dublin Core Qualified in the SNHU Academic Archive

Last modification date: May 11, 2011

Note for all fields: Do not add punctuation to the end of the information entered into a field, unless it is already present in the resource. For example, the end of an abstract would end with some form of punctuation; the title, however, generally does not.

Elements, qualifiers, and their definitions are directly derived from the DCMI Usage Board unless otherwise noted.
DCMI Usage Board. (2010-10-11). DCMI Metadata Terms. Retrieved from
http://dublincore.org/documents/2010/10/11/dcmi-terms/

Other information, such as Rationale, Examples, Usage Notes, etc., are created locally by the Shapiro Library unless otherwise noted.

Dublin Core Element	creator			
Dublin Core Qualifier	n/a			
Definition	An entity primarily responsible for making the resource.			
Rationale	The name of the creator is often used to identify the resource. A user will often request or search for a resource by the creator.			
Data constraint	Last, First Middle			
Examples	Fox, Michael J. Southern New Hampshire University			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Use "creator" instead of "contributor.author" in DSpace when describing non-textual works. In DSpace, enter the Middle name after the First name in the First name field. If the name is a corporate entity (such as Southern New Hampshire University) enter the name in its entirety in the Last name field.			

Dublin Core Element	contributor			
Dublin Core Qualifier	author			
Definition	An entity primarily responsible for making the resource.			
Rationale	The name of the creator is often used to identify the resource. A user will often request or search for a resource by the creator.			
Data constraint	Last, First Middle			
Examples	Fox, Michael J. Southern New Hampshire University			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	DSpace uses contributor.author by default instead of creator.			
Usage notes	In DSpace, enter the Middle name after the First name in the First name field. If the name is a corporate entity (such as Southern New Hampshire University) enter the name in its entirety in the Last name field.			

Dublin Core Element	contributor			
Dublin Core Qualifier	editor			
Definition	An entity responsible for editing the resource.			
Rationale	The name of the editor may be used to identify the resource. A user will often request or search for a resource by the editor.			
Data constraint	Last, First Middle			
Examples	Fox, Michael J. Southern New Hampshire University			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	In DSpace, enter the Middle name after the First name in the First name field. If the name is a corporate entity (such as Southern New Hampshire University) enter the name in its entirety in the Last name field.			

Dublin Core Element	contributor			
Dublin Core Qualifier	n/a			
Definition	An entity responsible for making contributions to the resource (who is not the creator or editor).			
Rationale	Names of creators may be used to identify the resource. A user will often request or search for a resource by a creator.			
Data constraint	Last, First Middle			
Examples	Fox, Michael J. Southern New Hampshire University			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Use the unqualified contributor element when the type of contribution is unknown or unspecified (such as an illustrator). If new collections are added to the repository where a new type of contributor is common, a new qualifier should be added to DSpace.			
Usage notes	In DSpace, enter the Middle name after the First name in the First name field. If the name is a corporate entity, enter the name in its entirety in the Last name field.			

Dublin Core Element	title			
Dublin Core Qualifiers	n/a			
Definition	A name given to the resource.			
Rationale	The name given to the resource is often used to identify the resource. A user will often request or search for a resource by the title.			
Data constraint	Capitalize the first word (of a title, for example) and proper names (place, personal, and organization names). Acronyms should be entered in capital letters.			
Examples	Project in Community Economic Development final report : New Bedford Working Capital Network progress panel *** Canvassing indigenous economics : the Oneida Trust Fund as a socially responsible investment model from passive rhetoric to proactive reality			
Repeatability	Not repeatable			
Obligation	Mandatory			
Creation/ Maintenance notes	Currently, there isn't a Dublin Core qualifier for subtitles.			
Usage notes	To be referenced directly from the title page of the document, including any misspellings. *** Subtitles should be included after a space and a colon; they should not be upper case unless it's a proper noun. See examples. *** Publications such as the Observer and the VPAA Journal include the issue number or date in brackets after the title. See examples in the Academic Archive.			

Dublin Core Element	title			
Dublin Core Qualifier	alternative			
Definition	An alternative name for the resource.			
Rationale	The name given to the resource is often used to identify the resource. A user will often request or search for a resource by the title, and may use a different spelling or format than the one used by the resource. A user may also search by a commonly-known title, such as "Alice in Wonderland" not realizing the real title is "Alice's Adventures in Wonderland" or, "yearbook" instead of "The Enterprise".			
Data constraint	Capitalize the first word (of a title, for example) and proper names (place, personal, and organization names). Acronyms should be entered in capital letters.			
Examples	One hundred and one Dalmatians			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Currently, there isn't a Dublin Core qualifier for subtitles.			
Usage notes	To be used for any other possible spellings of the title, such as correcting misspellings or providing alternative spellings (such as 100 vs. one hundred). *** Subtitles should be included after a space and a colon; they should not be upper case unless it's a proper noun. See example.			

Dublin Core Element	date			
Dublin Core Qualifier	issued			
Definition	Date of formal issuance (e.g., publication) of the resource. Qualifier differs slightly in format from DCMI recommendation.			
Rationale	The issued date is often used to help identify the resource or describes the age of the resource.			
Data constraint	The year is mandatory, in YYYY format.			
Examples	1983			
Repeatability	Not repeatable			
Obligation	Mandatory			
Creation/ Maintenance notes	Look in the future for the capability to enter special characters in the date field; see usage note below. Qualifier programmed into DSpace; DCMI recommendation is slightly different (dateIssued) but the difficulty of changing the programming to meet the DCMI standard is not justifiable at this time.			
Usage notes	DSpace does not allow characters used for "guesses" – such as 198- or [1983]. A date is uncertain when it is not printed on the resource. If a date is uncertain, enter the best guess. For ETDs, best practice is to just enter the year. Articles and Current Industrial Reports should include the month. Issues of the Observer should include the entire date.			

Dublin Core Element	date			
Dublin Core Qualifier	copyright			
Definition	The date of the copyright.			
Rationale	The copyright date is often used to help identify the resource or describes the age of the resource. Qualifier differs slightly in format from DCMI recommendation.			
Data constraint	The year is mandatory, in YYYY format. Month and/or day can be entered if available.			
Examples	1983			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Qualifier programmed into DSpace; DCMI recommendation is slightly different (dateCopyrighted) but the difficulty of changing the programming to meet the DCMI standard is not justifiable at this time.			
Usage notes	date.copyright should only be used if it is different from the date.issued.			

Dublin Core Element	date			
Dublin Core Qualifier	created			
Definition	Date of creation of the resource.			
Rationale	The creation date is often used to help identify the resource or describes the age of the resource.			
Data constraint	The year is mandatory, in YYYY format.			
Examples	1983			
Repeatability	Not repeatable			
Obligation	Mandatory			
Creation/ Maintenance notes	Look in the future for the capability to enter special characters in the date field; only numeric characters are currently allowed.			
Usage notes	Use "created" instead of "issued" when describing one-of-a-kind works, such as works of art.			

Dublin Core Element	type			
Dublin Core Qualifier	n/a			
Definition	The nature or genre of the resource.			
Rationale	Knowing the type helps users quickly identify the resource.			
Data constraint	Must be a selection from the following terms, predefined in DSpace: Abstract or Summary Article Book Book chapter Catalog Conference paper Dataset Dissertation Essay Fiction Honors Project Journal Map Memoir Newspaper Non-fiction Other Periodical Presentation Poetry Short Story Sound Speech Statistics Technical Report Thesis Video Web site Working Paper Yearbook			
Examples				
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	If "other" is used often, an examination should be made to see if a new term is necessary. A new term must be programmed into the system. The terms above are consistent with the MARC Value List for Genre Terms, with the addition of the term "dissertation".			

Usage notes	Avoid using "other" when possible. Records that do not have bitstreams (attached files, such as PDFs) should be classified as "Abstract or Summary". *** Currently, "other" is used for Faculty Senate documentation only.

Dublin Core Element	Description			
Dublin Core Qualifier	Abstract			
Definition	A summary of the resource.			
Rationale	Abstracts are helpful for the user to quickly identify the contents and subject matter of the resource.			
Data constraint				
Examples	The Bates Street Senior Housing development, a project of Community Concepts, Inc, in Lewiston, Maine, incorporates Low Income Tax Credits, Federal HOME funds and a grant from MaineHousing. This creates a model of senior housing that also falls under the umbrella of affordable rental housing. (Library-derived description)			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	The display label in DSpace is "abstract/description".			
Usage notes	Recommended for use with theses, dissertations, research articles. Use abstracts provided by the author when possible/practical. For student work only: • Author-provided abstracts should close with (Author abstract) • Descriptions written by another party/cataloger should close with (Library-derived description) For works published elsewhere (such as faculty articles) see attached page with explanation for handling descriptions of rights ownership.			

Format tips for descriptions/abstracts

When abstracts are copied and pasted from a PDF, special care should be taken to ensure that any hard returns that erroneously occur at the end of each line are removed. This is probably best accomplished by pasting the abstract into WordPad, which has a window that can easily be resized so you can see where the breaks are. The freeware AutounBreak can also be used.

Paragraph breaks should be divided by a blank line, as shown in this example.

Special care should also be taken when handling bullets:
- The end of each bullet point does get a hard return at the end of each line.
- Most bullets will probably not copy/paste as the bullet symbol. Use a hyphen and a space instead as indicated by this example.
- This is also true for numbered lists and tables of contents, although of course the hyphens would be replaced by whatever character is appropriate, if any.

When formatting is complete, copy and paste text from WordPad.

Dublin Core Element	description			
Dublin Core Qualifier	n/a			
Definition	An account of the resource.			
Rationale	For use with documents such as images or data sets that do not traditionally have abstracts. This element provides an area for a short textual description of the resource.			
Data constraint				
Examples	Librarians all dressed up for Halloween			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Student/faculty publications, Current Industrial Reports, and MFA theses have a standard description; see prior examples in the Academic Archive for guidance.			

Dublin Core Element	description
Dublin Core Qualifier	tableofcontents
Definition	A list of subunits of the resource.
Rationale	The table of contents provides descriptive information about the resource.
Data constraint	Capitalize the first word (of a title, for example) and proper names (place, personal, and organization names). Acronyms should be entered in capital letters. They should only be numbered as they are numbered in the original document. Page numbers should be removed.
Examples	The beginning The middle of Pippi Longstocking Ending of the book
Repeatability	Not repeatable
Obligation	Not mandatory
Creation/ Maintenance notes	
Usage notes	Usually used for MFA theses.

Dublin Core Element	Description		
Dublin Core Qualifier	Degree		
Definition	Local qualifier. Indicates the degree received in association with the resource.		
Rationale	Theses and dissertations are required to receive a degree; knowing what type of degree was received helps to describe the nature of the resource.		
Data constraint	Master of Arts (M.A.) Master of Business Administration (M.B.A.) Master of Education (M.Ed.) Master of Fine Arts (M.F.A.) Master of Science (M.S.) Doctor of Business Administration (D.B.A.) Doctor of Philosophy (Ph.D.)		
Examples	Master of Arts (M.A.)		
Repeatability	Not repeatable		
Obligation	Not mandatory		
Creation/ Maintenance notes	Local qualifier.		
Usage notes			

Dublin Core Element	description			
Dublin Core Qualifier	school			
Definition	Local qualifier. The school that issued the degree associated with the resource.			
Rationale	Theses and dissertations are required to receive a degree; knowing which school granted the degree helps to describe the nature of the resource.			
Data constraint				
Examples	School of Business or School of Arts and Sciences			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Local qualifier.			
Usage notes	Schools should not be retroactively changed – they should be entered using the name that existed when the resource was created.			

Dublin Core Element	description			
Dublin Core Qualifier	program			
Definition	Local qualifier. The program or department that issued the degree associated with the resource.			
Rationale	Theses and dissertations are required to receive a degree; knowing which program or department granted the degree helps to describe the nature of the resource.			
Data constraint	These are proper names, so the first letters should be capitalized.			
Examples	Communication or Graphic Design or Finance			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Local qualifier.			
Usage notes	Use only for student papers.			

Dublin Core Element	contributor
Dublin Core Qualifier	advisor
Definition	Local qualifier. The faculty advisor who accepted a student's thesis/dissertation/student project.
Rationale	A student or researcher may find it helpful to browse projects associated with a particular member of faculty.
Data constraint	Last, First Middle
Examples	Jacobs, Eric L.
Repeatability	Repeatable
Obligation	Not mandatory
Creation/ Maintenance notes	Local qualifier.
Usage notes	In DSpace, enter the Middle name after the First name in the First name field.

Dublin Core Element	contributor			
Dublin Core Qualifier	committeemember			
Definition	Local qualifier. The name of a faculty member on the committee to approve a student's dissertation.			
Rationale	A student or researcher may find it helpful to browse projects associated with a particular member of faculty.			
Data constraint	Last, First Middle			
Examples	Rivera, Jolan C.			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Local qualifier.			
Usage notes	In DSpace, enter the Middle name after the First name in the First name field.			

Dublin Core Element	language			
Dublin Core Qualifier	n/a			
Definition	A language of the resource.			
Rationale	It is very helpful to indicate the language used when resources are distributed on a global scale.			
Data constraint	Choices of languages are predefined by DSpace. The ISO abbreviation is automatically entered by DSpace.			
Examples	Select "English (United States)". The resulting metadata will display: "en_US"			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	For multilingual resources, indicate all languages (use Ctrl key). CED Projects from the Open University of Tanzania should be categorized as "English" and **not** "English (United States)".			

Dublin Core Element	subject			
Dublin Core Qualifier	other			
Definition	The topic of the resource.			
Rationale	Subject keywords help facilitate the search process, and ensure that various resources with the same subjects may be cross-referenced.			
Data constraint	Terms may be selected from a controlled list.			
Examples	Tanzania Vermont (US) Housing Agriculture Poultry			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	If applicable, enter the geographic location of the topic of the resource. See guidelines on following page. Please also make an effort to use consistent terminology.			

Standards for entering geographic metadata into records for CED student thesis projects and dissertations

Background

DSpace does not support hierarchical subject browsing, therefore, multi-term formats such as Library of Congress Subject Headings are not appropriate.

Therefore, the geographic subject terms will be entered alongside other subject keywords, using the subject.other element.

Guidelines

For each project, geographic terms should include:

> **Town name, with state abbreviated in parentheses**
> Example: Manchester (NH)

> **State name, spelled out, with country abbreviation in parentheses**
> Example: New Hampshire (US)

 If outside the United States:
> **Town name, with country abbreviated in parentheses**
> Example: Arusha (TZ)

> **Country name, spelled out**
> Example: Tanzania

Resources

2-letter abbreviations for countries:

http://www.iso.org/iso/country_codes/iso_3166_code_lists/english_country_names_and_code_elements.htm

You can use this shorter URL for easier copying and pasting:

http://tinyurl.com/2d22r3

2-letter abbreviations for states in the U.S.:

http://www.usps.com/ncsc/lookups/usps_abbreviations.html

Dublin Core Element	subject			
Dublin Core Qualifier	lcsh			
Definition	The topic of the resource.			
Rationale	Subject keywords help facilitate the search process, and ensure that various resources with the same subjects may be cross-referenced.			
Data constraint	Terms should be selected from the Library of Congress Subject Headings.			
Examples				
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Theses and dissertations should use the following: Southern New Hampshire University -- Theses (Program Name) The student newspaper and/or other student pubs should use: College student newspapers and periodicals			

Dublin Core Element	publisher			
Dublin Core Qualifier	n/a			
Definition	An entity responsible for making the resource available.			
Rationale	Often, but not always, the publisher owns the rights to distribute/reproduce the work. It is useful for users and administrators to be aware of who manages the distribution of the resource.			
Data constraint	Usually a corporate name. Use the corporate name as defined by the Library of Congress Authorities if possible.			
Examples	Simon & Schuster New York Times Company			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Academic work such as theses and dissertations are considered published by the university when they are made available in a repository; so are working papers.			

Dublin Core Element	rightsHolder			
Dublin Core Qualifier	n/a			
Definition	A person or organization owning or managing rights over the resource.			
Rationale	It is useful for users and administrators to be aware of who owns the rights to a resource.			
Data constraint	Last, First Middle or Organization Name			
Examples	Reese, David T. Southern New Hampshire University			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Created because the CED collection is licensed for use by SNHU, but the rights are owned by the creators.			
Usage notes	If there is a Publisher, and the Publisher retains the rights, rightsHolder is unnecessary. However, if there is a publisher, but the author (or another entity) still retains the rights to the work, this field must be used.			

Dublin Core Element	rights			
Dublin Core Qualifier	n/a			
Definition	Information about rights held in and over the resource.			
Rationale	Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights. While the license agreement is included with all the resources in DSpace, it would not be collected by metadata harvesters.			
Data constraint	No formal constraints; see example for preferred format.			
Examples	Author retains all ownership rights. Further reproduction in violation of copyright is prohibited.			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Created because student work is licensed for use by SNHU, but the rights are owned by the creators.			
Usage notes	Use example above for all student and faculty works that are licensed to SNHU for distribution.			

Dublin Core Element	description			
Dublin Core Qualifier	bibliographicCitation			
Definition	A bibliographic reference for the resource.			
Rationale	To provide a citation for students and researchers' use.			
Data constraint	Use the citation style preferred by the discipline.			
Examples	Casey, N. (1987). Green Island/Vernon Hill Community Development Corporation, Inc. Retrieved from http://academicarchive.snhu.edu			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Example is according to the 6th edition of the APA Style Manual – Dissertation/Thesis from a Database.			
Usage notes	Use APA style.			

Dublin Core Element	source			
Dublin Core Qualifier	n/a			
Definition	A related resource from which the described resource is derived.			
Rationale	Important for both researchers and for provenance.			
Data constraint	No formal constraints; see example for preferred format.			
Examples	Bound CED Project Report, Shapiro Library, Southern New Hampshire University. Image derived from original artwork owned by the McIninch Gallery, Southern New Hampshire University.			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Be consistent!			

Dublin Core Element	identifier			
Dublin Core Qualifier	other			
Definition	An unambiguous reference to the resource within a given context.			
Rationale	An identifier is necessary to uniquely identify each resource.			
Data constraint	Used to identify Current Industrial Reports. Numbers created by the U.S. Census Bureau.			
Examples	m37g9313			
Repeatability	Not repeatable			
Obligation	Mandatory			
Creation/ Maintenance notes				
Usage notes	identifier.other is only used for Current Industrial Reports.			

Dublin Core Element	identifier			
Dublin Core Qualifier	accession			
Definition	Local qualifier. An unambiguous reference to the resource within a given context.			
Rationale	An identifier is necessary to uniquely identify each resource.			
Data constraint	Used to identify items in the McIninch Gallery permanent collection.			
Examples	2001.02			
Repeatability	Not repeatable			
Obligation	Mandatory			
Creation/ Maintenance notes	Local qualifier. Created for the McIninch Gallery permanent collection, in order to allow display on the simple item record page with the label "Accession No.".			
Usage notes	Accession numbers created by the McIninch Gallery director.			

Dublin Core Element	identifier			
Dublin Core Qualifier	uri			
Definition	An unambiguous reference to the resource within a given context.			
Rationale	An identifier is necessary to uniquely identify each resource.			
Data constraint	Data is automatically created by DSpace and the Handle System.			
Examples	http://hdl.handle.net/10474/18			
Repeatability	Not repeatable			
Obligation	Mandatory			
Creation/ Maintenance notes	The Handle System was implemented to automatically create identifiers unique to each resource. 10474 is the prefix for SNHU.			
Usage notes				

Dublin Core Element	relation			
Dublin Core Qualifier	isFormatOf			
Definition	A related resource that is substantially the same as the described resource, but in another format.			
Rationale	To define relationships between resources.			
Data constraint	Lowercase.			
Examples	ink on paper, 12 x 14 cm.			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Use to describe the original format of the artworks in the McIninch Gallery permanent collection.			

Dublin Core Element	relation			
Dublin Core Qualifier	hasPart			
Definition	A related resource that is included either physically or logically in the described resource.			
Rationale	To define relationships between resources.			
Data constraint	Use the URI of the related resource.			
Examples	http://hdl.handle.net/10474/18			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	If this resource is, for example, a journal, that has other multiple parts that stand alone in the repository – for example, an article.			

Dublin Core Element	relation			
Dublin Core Qualifier	hasVersion			
Definition	A related resource that is a version, edition, or adaptation of the described resource.			
Rationale	Written resources often have related versions; earlier drafts, editions, etc. This element defines those relationships in the repository.			
Data constraint	Use the URI of the related resource.			
Examples	http://hdl.handle.net/10474/18			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Use when the resource has another version in the repository, such as a rough draft or earlier edition.			

Dublin Core Element	relation			
Dublin Core Qualifier	isPartOf			
Definition	A related resource in which the described resource is physically or logically included.			
Rationale	To define relationships between resources.			
Data constraint	Use the URI of the related resource.			
Examples	http://hdl.handle.net/10474/18			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Use if the resource is the greater part of smaller parts in the repository (for example, a journal).			

Dublin Core Element	digSpecs			
Dublin Core Qualifier	n/a			
Definition	Local element. Records technical information about the hardware, software, and processes used to create the digitized resource.			
Rationale	Intended for local use.			
Data constraint				
Examples	Creation hardware: Epson Expression 10000XL Color Flatbed Scanner. Creation software: ABBYY FineReader Professional 9.0; Adobe Acrobat Professional 9.0.			
Repeatability	Not repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Local element. Created to describe how resources were scanned/processed; recommended by BCR.			
Usage notes	Include hardware and software used to process the resource (if applicable), as shown in the example. Can also be used to describe which format of PDF is used, such as PDF/A-1a.			

Dublin Core Element	format			
Dublin Core Qualifier	extent			
Definition	The size or duration of the resource.			
Rationale	Best practice to record the size in bytes or length in minutes of a digital object.			
Data constraint	For PDFs, indicate file size in bytes. Round to the nearest whole number.			
Examples	3795845 bytes			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes				
Usage notes	Using international specifications: 1 MB = 1,048,576 bytes 1 KB = 1,024 bytes You can get the size in bytes by right-clicking the file, viewing the Properties, and using the bytes indicated where it says "Size" (Do not use "size on disk"). **Do not** use commas or periods. **Do** use the word "bytes" after the number.			

Dublin Core Element	format			
Dublin Core Qualifier	mediaType			
Definition	DSpace-created qualifier. The file format of the resource.			
Rationale	Useful for administrative reasons; also helpful to the user.			
Data constraint	Mimetype category/mimetype See http://www.ltsw.se/knbase/internet/mime.htp for categorized list.			
Examples	application/pdf image/png			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	DSpace-created qualifier. If other file formats are added to the repository, be consistent in their naming structure. May wish to change from the free text box entry to a list of possible selections.			
Usage notes	Make sure to follow the mimetype dictionary. Several available online, such as: http://www.webmaster-toolkit.com/mime-types.shtml			

Dublin Core Element	relation
Dublin Core Qualifier	requires
Definition	A related resource that is required by the described resource to support its function, delivery, or coherence.
Rationale	
Data constraint	Choose the most common, universally used software.
Examples	Adobe Acrobat Reader
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Do not specify software versions; only specify the most universally-used software available for the product. For future file formats, also decide on a consistent software name for this field. May wish to change from the free text box entry to a list of possible selections.
Usage notes	

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Dublin Core Element	accrualMethod			
Dublin Core Qualifier	n/a			
Definition	The method by which items are added to a collection.			
Rationale				
Data constraint	None			
Examples	Gift of the class of 2001			
Repeatability	Repeatable			
Obligation	Not mandatory			
Creation/ Maintenance notes	Added for describing the acquisition method of McIninch Gallery artworks.			
Usage notes	Displays with the label "Acquisition Note" in the simple item display.			