



**Metadata Dictionary for Audio: Dublin Core**  
 University of Manitoba February 2-3, 2017  
 Audio Digitization

This is a brief, sample data dictionary to help you complete the Dublin Core Worksheet and Tracking Log, and to provide an example of how to generate a data dictionary for project use by staff members.

Dublin Core Term	Definition	Notes/Guidelines
<b>Title</b>	The name given to the resource	REQUIRED: Capitalize words in Title field. Include date if applicable.
<b>Creator</b>	The person(s) or organization(s) primarily responsible for the intellectual content of the resource; the author or originator.	REQUIRED: The recorder, composer, or speaker/singer. Format Lastname, Firstname
<b>Subject</b>	The topic of the resource; also keywords, phrases or classification descriptors that describe the subject or content of the resource.	Use LOC Subject Headings
<b>Description</b>	A textual description of the content of the resource, including abstracts in the case of document-like objects; also may be a content description in the case of visual resources.	REQUIRED: Describe what is presented in the audio recording. Describe condition of physical material. Copy any metadata written on liner or case.
<b>Publisher</b>	The organization responsible for making the resource available in its present form, such as a publisher, university department or corporate entity.	Eg: School of Music and Theatre Arts, Native American Studies Program, Washington State University
<b>Contributor</b>	Person(s) or organization(s) in addition to those specified in the CREATOR field, who have made significant intellectual contributions to the resource, but on a secondary basis.	Contributors may be recorder's assistants, people who added to the recording (musician, other speakers, translator) Format Lastname, Firstname

<b>Date</b>	The date the resource was made available in its present form.	REQUIRED: Use format YYYY-MM-DD. If date is unknown or approximate, use ca. YYYY
<b>Type</b>	The resource type, such as home page, novel, poem, working paper, technical report, image, audio, etc.	REQUIRED: Sound
<b>Format</b>	The representation of the resource, such as glass plate negative, PDF, postcard, 16mm open reel film, etc.	REQUIRED: List digital surrogates and original physical format. Note technical information: type of cassette player and digitization set up used Eg: Cassette, Open Reel, Record, etc... Eg: .wav, .mp3
<b>Identifier</b>	A string or numbers or letters used to uniquely identify the resource. This might be the file name if digital, or a unique ID or catalog number if physical.	REQUIRED: Use item number, or assign new unique identifier if needed.
<b>Source</b>	The collection or work, either print or electronic, from which the resource is taken.	REQUIRED: Collection number/identifier.
<b>Language</b>	The language(s) of the intellectual content of the resource.	List multiple if needed. Check with supervisor if you identify a language you do not know.
<b>Relation</b>	The relationship to other resources.	Use if recording is taken from a larger work like a larger series, or if other recordings are closely related.
<b>Coverage</b>	The geographic locations and time of the resource, if applicable.	List area: Nez Perce, etc. and time period
<b>Rights</b>	A rights statement or a link to a general copyright notice, or a rights-management statement for your organization.	REQUIRED: Use Washington State University Libraries general rights statement.