

Simple Dublin Core (15 Elements)¹

DC_Title: Required field. Follow down-caps style. (See UW Core for more information at uwdcc.library.wisc.edu/DC_companionv1.3.pdf) If a photograph date appears in the title, do not include it in the **DC_Title** field. Instead, always enter the date in the **DC_Date** field.

DC_Title_Other: Use **DC_Title_Other** for secondary title information. Follow down-caps style. (See UW Core for more information at uwdcc.library.wisc.edu/DC_companionv1.3.pdf)

DC_Creator: Formatting examples. Clinton, Whitman: Photographer
“Photographer” is the role assigned to the creator. Photographer will appear as the field label in SiteSearch.

DC_Subject: Type subject terms into the entry box (left). Separate the terms you type with the | pipe symbol. Please do not include a pipe | at the end of your list of subject terms.

DC_Description: Free-text description of the content of the analog object. The pipe | designates where the line breaks will appear in the SiteSearch database.

DC_Date: Date must follow ISO convention: YYYY-MM-DD or YYYY-MM or YYYY. For dates that are not certain, format as follows: n: YYYY (the “n” appends a “ca.” (circa) to the date in the display). Other formatting options include: 1969? = n: 1969; ca. 1960s = n: 1960/1969
See UW Core Guidelines for more examples
If the date appears in the title, enter the date in the **DC_Date** field, not the **DC_Title** field.

DC_Publisher: Enter information for the original publisher. Use format – Place: Name (Do not include the date in the **DC_Publisher** field.)

DC_Type: Enter the type of object you are describing. Dublin Core recommends that type be chosen from a pre-defined list [DCMITYPE]

DC_Format: Enter the format for the object here - - The **DC_Format** field is used to describe the original object, not the digital iteration. For example: Black and white photograph| 5 inches by 7 inches.

DC_Identifier: Enter identifying information from the original object such as ISBN numbers, call numbers, bibliographic citations, etc. Each type of identifier must be preceded by the appropriate label. For example, ISSN: 01234567 or CallNo: 223 A5 1997. (See UW Core for more information at uwdcc.library.wisc.edu/DC_companionv1.3.pdf)

DC_Identifier_LocalID: Required field with unique values. This will be entered for you when the record is submitted. Data entry is not allowed.

¹ <http://dublincore.org/documents/dces/>

DC_Language: Enter the correct three-letter ISO 639.2 code. For example:

cze = Czech
dan = Danish
eng = English
fre = French

DC_Coverage (Place/Time): Enter location and/or relative temporal information for the item. (Exact dates should be entered into the **DC_Date** field not the **DC_Coverage** field.) Precede location terms with "Spatial: " and temporal terms with "Temporal: ."

When entering Wisconsin counties, please use the format [County name] County (Wisconsin). For example **Dane County (Wisconsin)**. Using such form will ensure that your counties will appear in our Atlas search. Separate the terms you type with the | symbol. Please do not include a pipe | at the end of your list of terms. Formatting examples: Spatial: Trout Lake Station, Boulder Junction, Wisconsin, U.S.A.| Spatial: Vials County (Wisconsin)| Temporal: American colonial period

Quality Control: Choose a value from the drop down menu that reflects the level of quality control work that has been completed for this record.

Note: Enter any general notes or information. Use this field only for internal notes not appropriate for other elements. Although this field will display in the public record, it is not indexed and therefore will not be of use for Resource discovery.