



Using Dublin Core to Describe an Archive of Electronic Documents

Ohio Valley Group of Technical
Services Librarians

Annual Conference 2017

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What is the Archives of Institutional Memory (AIM)?

The Archives of Institutional Memory is a digital repository for disseminating and preserving official Indiana University records with long-term, indefinite administrative, legal, fiscal or historical value. AIM is supported by the IU Office of University Archives and Records Management, the IU Libraries and the Digital Library Program.

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Select a community to browse its collections.

- [Indiana University \[1908\]](#)
- [Indiana University Bloomington \[1766\]](#)
- [Indiana University Kokomo \[746\]](#)
- [Indiana University South Bend \[407\]](#)

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Indiana University South Bend

Sub-communities within this community

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[Information Technologies](#) [0]

[Liberal Arts and Sciences, College of](#) [1]

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Academic Senate

Collections in this community

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[Ad Hoc Committees](#) [2]
[Advising & Admissions Committee](#) [4]
[Amendments, Constitution](#) [4]
[Assessment Committee](#) [1]
[Athletics Committee](#) [0]
[Budget Committee](#) [2]
[Campus Directions Committee](#) [5]
[Faculty Welfare Committee](#) [0]
[General Education Committee](#) [0]
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2013-2014 Indiana University South Bend Campus Bulletin

[Show full item record](#)

Title:	2013-2014 Indiana University South Bend Campus Bulletin
Other Titles:	Indiana University South Bend Campus Bulletin 2013-2014
Author:	Indiana University South Bend
Keywords:	Indiana University South Bend -- Curricula -- Catalogs; Purdue University. College of Technology -- Curricula -- Catalogs; Indiana University South Bend -- Degrees; Universities and colleges -- Curricula -- Catalogs -- Indiana
Date:	2013-04-15
Publisher:	Indiana University South Bend
Location:	http://hdl.handle.net/10333/6163
Type:	Other

Files	Size	Format	View
2013-2014_Bulletin_A1b.pdf	152.4Mb	application/pdf	View/Open

This item appears in the following Collection(s)

[Bulletins](#) [7]

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dc.contributor.author	Indiana University South Bend	
dc.date.accessioned	2017-04-06T17:24:31Z	
dc.date.available	2017-04-06T17:24:31Z	
dc.date.issued	2013-04-15	
dc.identifier.uri	http://hdl.handle.net/10333/6163	
dc.description.tableofcontents	Student Affairs and Enrollment Management--Academic Regulations and Procedures --Financial Aid and Scholarships -- Services for Students -- Degrees, Minors, and Certificates -- Undergraduate Programs including General Education Requirements -- Ernestine M. Raclin School of the Arts -- Judd Leighton School of Business and Economics -- School of Education -- College of Health Sciences -- College of Liberal Arts and Sciences -- Extended Learning Services -- Labor Studies Program -- Course Descriptions -- Faculty and Administrative Staff -- Purdue University College of Technology -- Reserve Officers' Training Corps	
dc.format.extent	467 pages	
dc.format.mimetype	pdf	
dc.language.iso	en_US	en_US
dc.publisher	Indiana University South Bend	en_US
dc.subject.lcsh	Indiana University South Bend -- Curricula -- Catalogs	
dc.subject.lcsh	Purdue University. College of Technology -- Curricula -- Catalogs	
dc.subject.lcsh	Indiana University South Bend -- Degrees	
dc.subject.lcsh	Universities and colleges -- Curricula -- Catalogs -- Indiana	
dc.title	2013-2014 Indiana University South Bend Campus Bulletin	en_US
dc.title.alternative	Indiana University South Bend Campus Bulletin 2013-2014	en_US
dc.type	Other	en_US



INDIANA UNIVERSITY SOUTH BEND CAMPUS BULLETIN 2013-2014



**Ψ INDIANA UNIVERSITY
SOUTH BEND**

1700 MISHAWAKA AVENUE // SOUTH BEND, INDIANA 46615
WWW.IUSB.EDU // PHONE | (877) GO2-IUSB (462-4872)



Browsing Minutes, Academic Senate by Title

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Or enter first few letters:

Go

Sort by: **author**

Order: **ascending**

Results: **20**

Update

Now showing items 1-20 of 102

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2003-10-17 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2003-10-17)

2003-11-21 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2003-11-21)

2004-01-16 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2004-01-16)

2004-02-20 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2004-02-20)

2004-03-19 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2004-03-19)

2004-04-16 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2004-04-16)

2004-09-17 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2004-09-17)

2004-10-15 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2004-10-15)

2004-11 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2004-11)

2005-01-21 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2005-01-21)

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Browsing Minutes, Academic Senate by Issue Date

Jump to a point in the index: (Choose month) (Choose year)

Or type in a year:

Sort by: Order: Results:

Now showing items 1-20 of 102

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2003-10-17 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2003-10-17)

2003-11-21 Academic Senate Minutes

Indiana University South Bend. Academic Senate (Indiana University South Bend, 2003-11-21)

Budget Presentation 2003 November 21

Herr, Paul T. (Indiana University South Bend, 2003-11-21)

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Advanced Search

**Search
scope:**

Entire Repository ▼

Limit your search to a community or collection.

Conjunction

Search type

Search for

Full Text ▼

AND ▼

Full Text ▼

AND ▼

Full Text ▼

Results/page

10 ▼

Sort items by

relevance ▼

in order

descending ▼

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Dublin Core Element Set

- Resource Identification
- Responsibility
- Content Type and Carrier
- Subject Content
- Relationships

Miller, Steven J., 1954-. Metadata for digital collections. New York : Neal-Schuman Publishers, c2011.



Dublin Core elements that Identify Resources

Title

A name given to the resource

Identifier

An unambiguous reference to the resource within a given context

Date

A point or period of time associated with an event in the lifecycle of the resource

Language

A language of the resource

Dublin Core Elements that Name Responsibility for a resource

Creator

An entity primarily responsible for making the resource

Contributor

An entity responsible for making contributions to the resource.

Publisher

An entity responsible for making the resource available

Rights

Information about rights held in and over the resource

Dublin Core Elements the Describe Type and Carrier of a Resource

Type

The nature or genre of the resource

Format

The file format, physical medium, or dimensions of the resource

Dublin Core Elements that Describe the Subject of a Resource

Subject

The topic of the resource

Coverage

The spatial or temporal topic of the resource

Description

An account of the resource (an abstract, a table of contents, a graphical representation)

Dublin Core Elements that Describe Relationships

Relation

A related resource

Source

A related resource from which the described resource is derived



Dublin Core Elements are Extensible

Date qualifiers

- Created
- Valid
- Available
- Issued
- Modified

Format qualifiers

- Extent
- Medium



Factors that influence Our Use of Dublin Core

- Browse and search functionality of DSpace
- Ability to search the full text of every document
- Most users will interact with the archive through AIM
- Mapping for Open Archives Initiative Protocol for Metadata harvesting
- Staff Resources



Application Profile

1. What information will be recorded in the element

dc.date.issued – record the date of the original

2. How will the data be recorded for each element

Subject - Use Library of Congress Subject Headings



General Decisions

Abbreviations - Do not use abbreviations in a descriptive field unless they appear on the resource.

Subject terms - LCSH unless the collection calls for a more specialized thesaurus.

Authorities

For personal names, corporate names, and geographic names use Library of Congress Name Authority File (NAF). If not found in NAF, then look for provisional record in IUCAT.

If not found, formulate head according to RDA.

Description – Description of resources in AIM are based upon the digital file. Description of the original document is secondary. One exception is date issued where we will describe the original.



For Each Element

Date – creation date for the original resource

Mandatory, not repeatable

Take date from document or file properties if file is born digitally.

Input guidelines:

Use dc.date.issued for every resource

AIM prompts for YYYY-MM-DD. If you do not have a full date either, YYYY-MM or YYYY may be used.

Note: AIM will automatically supply dc.date.accessioned and dc.date.available.



Title Element

Title – name given to the resource

Mandatory and Repeatable

Use title as found on resource.

For a series for documents that are the same, supply a title. Create title so that the series of documents fall into chronological order. Place title as found on the resource in `dc.title.alternative` element.

Commencement Program 2005

Indiana University South Bend (Indiana University South Bend, 2005-05-10)

Commencement Program 2006

Indiana University South Bend (Indiana University South Bend, 2006-05-09)

Commencement Program 2007

Indiana University South Bend (Indiana University South Bend, 2007-05-08)



Browse Order if Title on Resourced Used

- Commencement Ceremonies ([1967](#))
- Forty-Sixth Commencement ([2012](#))
- Ninth Annual Commencement ([1975](#))
- Seventh Annual Commencement ([1973](#))



Title Element

Input guidelines:

Place title in the dc.title element

Repeat the title element only in the qualifier dc.title.alternative.

Omit initial articles from title

Capitalize the first word and all principal words, including those that follow hyphens in compound word.



Creator Element

Creator – entity primarily responsible for making the resource

Mandatory, if available, and repeatable

Corporate bodies as creators – Use RDA 19.2.1.1.1 to determine whether a corporate body is the creator of a work.



Creator Element

Authors:

<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
Last name	First name + middle initial or name to distinguish	

Enter the names of the authors of this item. At least one is required

Input guidelines:

For personal names, place only surname in Last Name box and rest of name in second box.

For corporate names, place complete name in first box



Content and Carrier Elements

Type – nature or genre of the resource

Mandatory and repeatable

Input guidelines:

AIM contains a drop down menu. Choose one of the terms from that menu.



Content and Carrier Elements

Format – file format, physical medium, or dimensions of the resource

Mandatory, not repeatable

We will record both `dc.format.extent` and `dc.format`. Each will go in a separate field.



Content and Carrier Elements

Format (continued)

Input guidelines:

For dc.format use IMT (Internet Media Types) found at
<http://www.iana.org/assignments/media-types/>



Content and Carrier Elements

Format (continued)

Input guidelines:

For dc.format.extent, describe the digital version. Use a numerical value and a caption. Do not use abbreviations for the caption.

Example: 183 pages.



Subject Content

Subject – the topic of the resource
Mandatory and repeatable

Examples:

Title: 1977-1978 Second Semester Classes

Subject: Indiana University at South Bend -- Curricula –
Catalogs

Title: 2016-02-26 Academic Senate Minutes

Subject: Indiana University South Bend – Faculty



Subject Content

Subject (continued)

Input Guidelines:

Use the DC field `dc.subject.lcsh`.

Each subject gets its own subject field. We will not string together multiple subject headings in one subject field.

For heading with subdivisions, use a space double hyphen space before subdivision

Example: Indiana University South Bend – Faculty



Subject Content

Description – abstract, table of contents, graphical representation.
Mandatory and repeatable

Use to briefly describe the resource.

Input guidelines:

Use one or more of the following

- dc.description.abstract

- dc.description.tableofcontents

- dc. description – use to note original

 - Example for dc.description

 - “PDF of a print copy”

 - “PDF of a PowerPoint presentation”



Relationships

Relation – a related resource.

Not mandatory, but repeatable.

Input Guidelines:

Use this field only if the related document is in AIM.

Use the dc.title element for the document in the relation element

Example:

Title: 2011-02-25 Academic Senate Minutes

dc.relation.haspart: Blueprint for Student Attainment Priority
Action Teams

Title: Blueprint for Student Attainment Priority Action Teams

dc.relation.ispartof: 2011-02-25 Academic Senate Minutes



Constant Data File for Each Collection

Class Schedules Collection

Creator:

Indiana University

Indiana University Extension Division

Indiana University. Independent Study Division

Indiana University. South Bend-Mishawaka Center. Office of Special Programs

Indiana University at South Bend. Office of Continuing Education

Indiana University at South Bend. Division of Continuing Education

Indiana University at South Bend. Division of Education

Indiana University South Bend.



Constant Data File

Class Schedules

Title:

1977-1978 Second Semester Evening Classes

1976-1977 Second Semester Division of Education Classes

1972-1973 Independent Study Division Bulletin

1977-1978 Second Semester Continuing Education Classes

1974-1975 First Semester Classes

1977-1978 Second Semester Classes

1978 Summer Class Schedule



Constant Data File

Subject Heading for Bulletin in AIM

Indiana University South Bend -- Curricula – Catalogs

Purdue University. College of Technology -- Curricula -- Catalogs

Indiana University South Bend – Degrees

Universities and colleges -- Curricula -- Catalogs -- Indiana



Constant Data Files

Class Schedules

File name

1978_Spring_Evening_Classes

1978_Summer_Schedule

1963_Fall Semester Schedule

1915_1916_Extension_Course

1974_1975_first_semester_classes

1977_1978_second_semester_classes

1950_1951_Annual_Bulletin

1966_1967_Fall_College_Prep

1969_Summer_Prep_Clinic

1977_1978_2nd_continuing_ed

1972_1973_Independent_Study

1976_1977_2nd_Education_Classes



Constant Data Files

Headings used for AIM

I. Name Headings

Senate Committees:

Indiana University South Bend. Committee on Academic Affairs.

Indiana University South Bend. Committee on Admissions and Advising.

Indiana University South Bend. Non-Tenure Track Faculty Policy Committee

Administrative:

Indiana University South Bend. Office of Academic Affairs

Indiana University South Bend. Office of Administrative and Fiscal Affairs

Indiana University South Bend. Office of the Chancellor.

Others:

American Association of University Professors. Indiana University, South Bend Chapter

In Sum

- We considered the functionality of Dspace/AIM
- We educated ourselves about the DC elements
- We create an application profile that recorded decision about how we will use each DC element
- We maintain constant data files for each collection to record decision and aid in data input.