

Metadata Policy

IDEALS Metadata Policy last revised July 2014

Deposit of materials to IDEALS requires a minimum set of descriptive information (metadata) to be provided at the point of deposit. Some of this metadata will be automatically generated by the software used by IDEALS; other pieces will be provided by the depositor. See the Required Metadata Fields for IDEALS table below for more information. The metadata will be indexed and will be used in both the search and browse functions of IDEALS. In addition, the metadata will be made available for services to gather and include in external databases through the use of the Open Archives Initiative Protocol for Metadata Harvesting ([IDEALS OAI data provider](#)). The metadata is also available for search engines to index and provide in external search services. Additional metadata fields are also available. These may or may not be applicable to deposited resources and are not required.

Metadata fields in IDEALS have instructions in the submission process, including for those that require particular forms. Using controlled vocabularies and forms makes metadata more accessible by search. Our page on [Controlled Vocabularies and Standards in Use](#) assists with some of these fields.

See also the [Metadata Best Practices](#).

Specific metadata fields such as abstracts may be subject to copyright. IDEALS does not provide its metadata under an open license at this point.

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Required metadata fields used in IDEALS

Deposit Interface	Metadata Element	Depositor or Software Supplied	Recommendation for Use	Repeatable?	Free Text /Controlled	Display Label
Title	dc.title	Depositor Supplied	Required. The main title of the resource. An additional title may also be supplied (for example, a translation).	Yes, depositor may supply alternate title	Free text	Title
Date of Publication or Distribution	dc.date.issued	Depositor supplied	Required. Date of publication or first public distribution.	Yes, but not from deposit interface	Controlled	Issue Date
Not available	dc.date.accessioned	Software supplied	Required. Date resource was first deposited into IDEALS	No	Controlled	Not Displayed
Not available	dc.date.available	Software supplied	Required. Date resource was made available in IDEALS. This may be different from date. accessioned if resource went through workflow process	Yes, but not from deposit interface	Controlled	Date Available in IDEALS
Subject Keywords	dc.subject	Depositor supplied	Required. At least one subject term is required	Yes	Free text, although controlled vocabularies are encouraged.	Subject(s)
Identifiers: URI or URL	dc.identifier.uri	Software supplied (Depositor may supply additional URIs)	Required. Contains the handle assigned by IDEALS.	Yes. Depositor may point to additional URLs in the Identifier field if desired.	Controlled	URI
Not available	dc.description.provenance	Software supplied	Required. Contains information about the files deposited including checksums and who deposited.	Yes	System generated text that may be altered if needed.	Not Displayed
Type	dc.type	Depositor supplied	Required	Yes	Controlled	Type
Not available	dc.format.mimetype	Software supplied	Required. Registered MIME type identifiers. Encoding scheme (MIME) in use.	Yes	System supplied based on file extension.	Not Displayed

Metadata fields provided in the deposit interface

Deposit Interface	Metadata Element	Depositor or Software Supplied	Recommendation for Use	Repeatable?	Free Text/Controlled	Display Label
Title	dc.title	Depositor Supplied	Required. The main title of the resource. An additional title may also be supplied (for example, a translation).	Yes, depositor may supply alternate title	Free text	Title

Date Published / Disseminated	dc.date.issued	Depositor supplied	Required. Date of publication or first public distribution.	Yes, but not from deposit interface	Controlled	Issue Date
Type	dc.type	Depositor supplied	Required	Yes	Controlled	Type
Subject Keywords	dc.subject	Depositor supplied	Required. At least one subject term is required	Yes	Free text, although controlled vocabularies are encouraged.	Subject(s)
Identifiers: URI or URL	dc.identifier.uri	Software supplied (Depositor may supply additional URIs)	Required. Contains the handle assigned by IDEALS.	Yes. Depositor may point to additional URLs in the Identifier field if desired.	Controlled	URI
Author(s) or Creator(s)	dc.creator	Depositor Supplied	Highly recommended for resources with an author or creator	Yes	Free Text, but format should be <i>last name, first name</i> or last name, first name middle initial or last name, first initial.middle initial.	Author(s)
Contributor(s) (e.g. editors, illustrators)	dc.contributor	Depositor Supplied	Recommended for all resources with additional contributors like editors	Yes	Free Text, but format should be <i>last name, first name</i> or last name, first name middle initial or last name, first initial.middle initial.	Contributor(s)
Abstract or Summary	dc.description.abstract	Depositor Supplied	Highly recommended for all resources	No	Free text	Abstract
Geographic Coverage	dc.coverage.spatial	Depositor Supplied	Recommended for resources with a geographic component	Yes	Free text, but recommended best practice is to use a standard controlled vocabulary such as the Getty Thesaurus for Geographic Names	Geographic Coverage
Genre of Resource	dc.type.genre	Depositor Supplied	Highly recommended for all resources	Yes	Controlled	Genre
Primary Language of Resource	dc.language	Depositor Supplied	Highly recommended for all textual resources	No	Controlled	Language
Complete Citation for this Item	dc.identifier.bibliographicCitation	Depositor Supplied	Highly recommended for previously published resources	No	Free text	Citation Info
Publisher	dc.publisher	Depositor Supplied	Highly recommended for previously published or disseminated resources	No	Free text	Publisher
Series Name /Report No.	dc.relation.ispartof	Depositor Supplied	Recommended for resources in a series (e.g. a working paper series)	Yes	Free text but a standard format is encouraged	Series/Report
Sponsor	dc.description.sponsorship	Depositor Supplied	Highly recommended for resources based on work sponsored or supported by an external agency or organization. See the Deposit Agreement.	Yes	Free text, but inclusion of sponsor name and grant identifier is encouraged	Sponsor
Copyright Statement	dc.rights	Depositor Supplied	Recommended for all resources	Yes	Free text	Rights Information
Additional Identifiers_DOI	dc.identifier.doi	Depositor Supplied	Recommended for resources that have a DOI supplied by a publisher	No	Controlled	DOI
Additional Identifiers_ISSN	dc.identifier.issn	Depositor Supplied	Recommended for resources with an ISSN	Yes	Controlled	ISSN
Additional Identifiers_ISBN	dc.identifier.isbn	Depositor Supplied	Recommended for resources with an ISBN	Yes	Controlled	ISBN
Additional Identifiers_Other	dc.identifier	Depositor Supplied	Recommended for resources with another identifier	Yes	Free text, but should use standard identifier schema and should include a prefix to indicate which identifier scheme is in use.	Other identifier(s)
Choose the Appropriate degree	thesis.degree.name	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Controlled	Degree
Dissertation or Thesis	thesis.degree.level	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Controlled	Genre

Dissertation Chair	dc.contributor.committeeChair	Depositor Supplied	Required (if depositing a dissertation using ETD submission interface)	Yes	Free Text, but format should be <i>last name, first name</i>	Doctoral Committee Chair(s)
Dissertation Director of Research or Thesis Advisor	dc.contributor.advisor	Depositor Supplied	Required (if using ETD submission interface)	Yes	Free Text, but format should be <i>last name, first name</i>	Director of Research (if dissertation), Advisor (if thesis)
Dissertation Committee Member	dc.contributor.committeeMember	Depositor Supplied	Required (if depositing a dissertation using ETD submission interface)	Yes	Free Text, but format should be <i>last name, first name</i>	Doctoral Committee Member(s)
Degree Granting Institution	thesis.degree.grantor	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text, but should conform to standard institution name with no acronyms	Degree Granting Institution
Dissertation /Thesis Degree department	thesis.degree.department	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text	Department /Program
Dissertation /Thesis Degree discipline	thesis.degree.discipline	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text	Discipline
Dissertation /Thesis Degree program	thesis.degree.program	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text	Department /Program

Optional Metadata Fields Available in the Edit Metadata Form (available to community and collection administrators only)

Deposit Interface	Metadata Element	Depositor or Software Supplied	Recommendation for Use	Repeatable?	Free Text/Controlled	Display Label
Not available	dc.coverage.temporal	Depositor Supplied	Recommended for resources with a temporal component	Yes	Free text, but recommended best practice is to use a standard date encoding scheme if possible	Temporal Coverage
Not available	dc.date.submitted	Depositor Supplied	Required when depositing thesis or dissertation	Yes (when resubmitting thesis /dissertation)	Controlled	Date Deposited
Not available	dc.description.tableofcontents	Depositor Supplied	Optional. A table of contents for a resource.	No	Free text	Table of Contents
Not available	dc.description	Depositor Supplied	Optional. General description of resource	No	Free text	Description
Not available	dc.format.extent	Depositor Supplied	Optional. The size or duration of the resource. Examples include a number of pages, a specification of length, width, and breadth, or a period in hours, minutes, and seconds.	Yes	Free text	n/a
Not available	dc.identifier.localBib	Depositor Supplied	Recommended when resources also have a catalog record in Voyager. Generally automatically supplied.	No	Controlled	Identifier in Online Catalog
Not available	dc.relation.hasversion	Depositor Supplied	Optional. For resources that have an available later version.	Yes	Free Text	Has Version(s)
Not available	dc.relation.isversionof	Depositor Supplied	Optional. For resources that have an available earlier version.	Yes	Free Text	Is Version Of
Not available	dc.relation.hasPart	Depositor Supplied	Optional. For resources that have available parts. For example, a journal issue that has articles available.	Yes	Free Text	Has Part(s)

Not available	dc.relation.replaces	Depositor Supplied	Optional. For resources that replace an available previous version.	Yes	Free Text	Replaces
Not available	dc.relationisreplacedby	Depositor Supplied	Optional. For resources that are replaced by an available later version.	Yes	Free Text	Replaced By

All metadata fields in use by IDEALS

Deposit Interface	Metadata Element	Depositor or Software Supplied	Recommendation for Use	Repeatable?	Free Text/Controlled	Display Label
	dc.title	Depositor supplied	Required. The main title of the resource. An additional title may also be supplied (for example, a translation).	Yes, depositor may supply alternate title	Free text	Title
Not available	dc.title.alternative	Depositor supplied	Varying (or substitute) form of title proper appearing in item, e.g. abbreviation or translation. Repeatable. Used when mapping from MARC / MODS.MARC Mapping: 130, 210, 240, 246, 730	Yes	Free text	Alternative Title
Date Published / Disseminated	dc.date.issued	Depositor supplied	Required. Date of publication or first public distribution.	Yes, but not from deposit interface	Controlled	Issue Date
Not available	dc.date.accessioned	Software supplied	Date IDEALS takes possession of item.	No	Controlled	Not Displayed
Not available	dc.date.available	Software supplied	Date or date range item became available to the public within IDEALS.	No	Controlled	Date available in IDEALS
Not available	dc.date.embargo	Software supplied	Date embargo applied by administrator.	No	Controlled	Not Displayed
Not available	dc.date.updated	Software supplied	The last time the item was updated via the SWORD interface	No	Controlled	Not Displayed
Type	dc.type	Depositor supplied	Required	Yes	Controlled	Type
Subject Keywords	dc.subject	Depositor supplied	Required. At least one subject term is required	Yes	Free text, although controlled vocabularies are encouraged.	Subject(s)
Identifiers: URI or URL	dc.identifier.uri	Software supplied (Depositor may supply additional URIs)	Required. Contains the handle assigned by IDEALS.	Yes. Depositor may point to additional URLs in the Identifier field if desired.	Controlled	URI
Author(s) or Creator(s)	dc.creator	Depositor Supplied	Highly recommended for resources with an author or creator	Yes	Free Text, but format should be <i>last name, first name</i>	Author(s)
Contributor(s) (e.g. editors, illustrators)	dc.contributor	Depositor Supplied	Recommended for all resources with additional contributors like editors	Yes	Free Text, but format should be <i>last name, first name</i>	Contributor(s)
Geographic Coverage	dc.coverage.spatial	Depositor Supplied	Recommended for resources with a geographic component	Yes	Free text, but recommended best practice is to use a standard controlled vocabulary such as the Getty Thesaurus for Geographic Names	Geographic Coverage
Abstract or Summary	dc.description.abstract	Depositor Supplied	Highly recommended for all resources	No	Free text	Abstract
Not available	dc.description.provenance	Software supplied	Required. Contains information about the files deposited including checksums and who deposited.	Yes	System generated text that may be altered if needed.	Not Displayed
Not available	dc.description.reason	Software supplied	Used for embargo purposes.	Yes	Controlled	Not Displayed
Not available	dc.description.terms	Software supplied	Used for embargo purposes.	Yes	System generated text that may be altered if needed.	Not Displayed
Not available	dc.format.mimetype	Software supplied	Registered MIME type identifiers. Repeatable. Required. System supplied based on file extension. Encoding scheme (MIME) in use.	Yes	Controlled	Format

Genre of Resource	dc.type.genre	Depositor Supplied	Highly recommended for all resources	Yes	Controlled	Genre
Primary Language of Resource	dc.language	Depositor Supplied	Highly recommended for all textual resources	No	Controlled	Language
Complete Citation for this Item	dc.identifier.bibliographicCitation	Depositor Supplied	Highly recommended for previously published resources	No	Free text	Citation Info
Publisher	dc.publisher	Depositor Supplied	Highly recommended for previously published or disseminated resources	No	Free text	Publisher
Series Name /Report No.	dc.relation.ispartof	Depositor Supplied	Recommended for resources in a series (e.g. a working paper series)	Yes	Free text but a standard format is encouraged	Series /Report
Sponsor	dc.description.sponsorship	Depositor Supplied	Highly recommended for resources based on work sponsored or supported by an external agency or organization. See the Deposit Agreement.	Yes	Free text, but inclusion of sponsor name and grant identifier is encouraged	Sponsor
Copyright Statement	dc.rights	Depositor Supplied	Recommended for all resources	Yes	Free text	Rights Information
Not Available	dc.rights.access	System Supplied	Information about who can access the resource.	Yes	System generated text that may be altered if needed.	Not Displayed
Additional Identifiers_Doi	dc.identifier.doi	Depositor Supplied	Recommended for resources that have a DOI supplied by a publisher	No	Controlled	DOI
Additional Identifiers_ISSN	dc.identifier.issn	Depositor Supplied	Recommended for resources with an ISSN	Yes	Controlled	ISSN
Additional Identifiers_ISBN	dc.identifier.isbn	Depositor Supplied	Recommended for resources with an ISBN	Yes	Controlled	ISBN
Additional Identifier_OCLC	dc.identifier.oclc	Depositor Supplied	Recommended for resources with an OCLC number	Yes	Free text	OCLC Identifier
Additional Identifiers_Other	dc.identifier	Depositor Supplied	Recommended for resources with another identifier	Yes	Free text, but should use standard identifier schema and should include a prefix to indicate which identifier scheme is in use.	Other identifier(s)
Choose the Appropriate degree	thesis.degree.name	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Controlled	Degree
Dissertation or Thesis	thesis.degree.level	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Controlled	Genre
Dissertation Chair	dc.contributor.committeeChair	Depositor Supplied	Required (if depositing a dissertation using ETD submission interface)	Yes	Free Text, but format should be <i>last name, first name</i>	Doctoral Committee Chair(s)
Dissertation Director of Research or Thesis Advisor	dc.contributor.advisor	Depositor Supplied	Required (if using ETD submission interface)	Yes	Free Text, but format should be <i>last name, first name</i>	Director of Research (if dissertation), Advisor (if thesis)
Dissertation Committee Member	dc.contributor.committeeMember	Depositor Supplied	Required (if depositing a dissertation using ETD submission interface)	Yes	Free Text, but format should be <i>last name, first name</i>	Doctoral Committee Member(s)
Degree Granting Institution	thesis.degree.grantor	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text, but should conform to standard institution name with no acronyms	Degree Granting Institution

Dissertation /Thesis Degree department	thesis.degree.department	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text	Department /Program
Dissertation /Thesis Degree discipline	thesis.degree.discipline	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text	Discipline
Dissertation /Thesis Degree program	thesis.degree.program	Depositor Supplied (System supplied if using ETD submission interface)	Required (if using ETD submission interface)	No	Free Text	Department /Program
Not available	dc.coverage.temporal	Depositor Supplied	Recommended for resources with a temporal component	Yes	Free text, but recommended best practice is to use a standard date encoding scheme if possible	Temporal Coverage
Not available	dc.date.submitted	Depositor Supplied	Required when depositing thesis or dissertation	Yes (when resubmitting thesis/dissertation)	Controlled	Date Submitted
Not available	dc.description.tableofcontents	Depositor Supplied	Optional. A table of contents for a resource.	No	Free text	Table of Contents
Not available	dc.description	Depositor Supplied	Optional. General description of resource	No	Free text	Description
Not available	dc.format.extent	Depositor Supplied	Optional. The size or duration of the resource. Examples include a number of pages, a specification of length, width, and breadth, or a period in hours, minutes, and seconds.	Yes	Free text	n/a
Not available	dc.identifier.localBib	Depositor Supplied	Recommended when resources also have a catalog record in Voyager. Generally automatically supplied.	No	Controlled	Identifier in Online Catalog
Not available	dc.relation.hasversion	Depositor Supplied	Optional. For resources that have an available later version.	Yes	Free Text	Has Version (s)
Not available	dc.relation.isversionof	Depositor Supplied	Optional. For resources that have an available earlier version.	Yes	Free Text	Is Version Of
Not available	dc.relation.isreferencedby	Software Supplied	Pointed to by referenced resource. References succeeding item. Repeatable. Used when mapping from MARC / MODS. MARC Mapping: 510	Yes	System generated text that may be altered if needed.	
Not available	dc.relation.hasPart	Depositor Supplied	Optional. For resources that have available parts. For example, a journal issue that has articles available.	Yes	Free Text	Has Part(s)
Not available	dc.relation.replaces	Depositor Supplied	Optional. For resources that replace an available previous version.	Yes	Free Text	Replaces
Not available	dc.relationisreplacedby	Depositor Supplied	Optional. For resources that are replaced by an available later version.	Yes	Free Text	Replaced By

Metadata fields no longer in use by IDEALS

Deposit Interface	Metadata Element	Depositor or Software Supplied	Recommendation for Use	Repeatable?	Free Text /Controlled	Display Label
Publication Status	dc.description.status	Depositor Supplied	Highly recommended for resources for or in publication process	No	Controlled	Publication Status
Peer Reviewed	dc.description.peerReview	Depositor Supplied	Highly recommended for published resources	No	Controlled	Peer Reviewed
Not available	dc.identifier.bibapp	Software Supplied	Required when depositing a resource from BibApp	No	Controlled	Not Displayed