

# Dublin Core and the Digital Repository of Ireland



Contributors from the Digital Repository of Ireland Metadata Taskforce:

Dr. Marta Bustillo, Assistant Librarian, Metadata Cataloguer, Trinity College Dublin

Damien Gallagher, Software Engineer, Maynooth University

Rebecca Grant, Digital Archivist, Royal Irish Academy

Dr. Natalie Harrower, Manager, Education and Outreach, Royal Irish Academy

Dr. Stuart Kenny, Software Engineer, Trinity College Dublin

Dr. Rósmáire Ní Cholla, Digital Curator, National University of Ireland, Galway

Dr. Aileen O'Carroll, Policy Manager, Maynooth University

Sinéad Redmond, Software Engineer, Maynooth University

Dr. Sharon Webb, Requirements Analyst, Maynooth University.

Edited by Rebecca Grant.

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## Foreword

The Digital Repository of Ireland (DRI) has carried out both broad and deep consultation with key institutions across Ireland to understand their metadata practices and needs. This work began in 2011 and our first findings were published in 2012<sup>1</sup>. In 2013 we established a dedicated task force to consolidate our findings both nationally and internationally, and to begin a programme of guidance for best practice in metadata creation and use. This is the first in what will be an ongoing series of guidelines on metadata, suitable for various data types and disciplines within the broad domains of cultural and social data.

This document provides guidelines for preparing metadata for ingestion into the Digital Repository of Ireland, but we hope its reach will go beyond the DRI, and provide the groundwork for a cohesive and standardised approach to metadata in the Humanities and Qualitative Social Sciences in Ireland. We hope you will use these guidelines in your own institution, and encourage you to share them widely; if we adopt common or standardised metadata practices, we will have greater interoperability between our data collections, which will in turn enable improved and enhanced discovery and richer contextualised cross-collection narratives.

I cannot thank enough the experts from the broad suite of institutions who gave so generously of their time and deep expertise for this common goal. I would also like to thank the DRI team for their meticulous work on this task, which started as a simple but important concept, and grew into a complex and challenging endeavour as we embraced the diversity of data and its management practices. I hope the end result is an easy-to-use guide and reference, and we welcome your use and feedback.

**Dr. Sandra Collins**

Director of the Digital Repository of Ireland  
Royal Irish Academy

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<sup>1</sup> Digital Archiving in Ireland: National Survey of the Humanities and Social Sciences, 2012, <http://dri.ie/digital-archiving-in-ireland-2012.pdf>, last accessed 21 March 2014.



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**Kate McCarthy**, DRI-INSIGHT Digital Archivist, Digital Repository of Ireland

**Cathal McCauley**, University Librarian, Maynooth University

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## Introduction

These guidelines are aimed at anyone using the Dublin Core metadata standard to prepare content which will be deposited with the Digital Repository of Ireland (“the Repository”). These metadata guidelines do not contradict, or indeed replace, the Dublin Core standard, but should be used in tandem with it to ensure that the metadata can be ingested and searched in the Repository.

By following these guidelines, which include mandatory and recommended elements for ingestion of metadata into the Repository, you will be making your collections more easily searchable in the Repository, and cross-searchable with other DRI collections.

## Mandatory and Recommended Elements

Data must be provided for mandatory elements to enable metadata to be ingested by the Repository; metadata will be automatically rejected by the system if mandatory elements are not included. Recommended elements do not have to be included, but DRI strongly advises that they are completed if possible in order to facilitate searching. The remaining Dublin Core elements are Optional. All submitted elements, whether Mandatory, Recommended or Optional, will be stored and available in the Repository.

## What to Catalogue

DRI recommends following the “one to one” principle of Dublin Core: the principle whereby related but conceptually different entities, for example a painting and a digital image of the painting, are described by separate metadata records.<sup>2</sup> Metadata for a given object can refer to either the physical object or to the digital surrogate, but the information entered should not be a mixture of both.

## Controlled Vocabularies

Controlled vocabularies are recommended in order to enhance the Repository’s search function. Although specific controlled vocabularies are recommended in the tables below, they are not mandatory.

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<sup>2</sup> [http://wiki.dublincore.org/index.php/Glossary/One-to-One\\_Principle](http://wiki.dublincore.org/index.php/Glossary/One-to-One_Principle), last accessed 21 March 2014.

## Ingesting into the Repository

There are two methods for ingestion:

1



### Web Form Ingest

The Repository includes a web-based user interface for single object ingest. This user interface provides blank fields to allow cataloguers to create metadata for a single digital object. The metadata records are stored as XML and can be exported by the cataloguer as an XML file if desired.

2



### XML Ingest

Metadata in XML format can also be ingested directly into the Repository.

When using XML ingest, in order to match the metadata with its file, the metadata file and data file should use the same filename, e.g. object1.xml and object1.tif

If there are multiple files associated with the metadata file, follow the filename with an underscore and an alphanumeric sequence, e.g. object2.xml, object2\_001.tif, object2\_002.tif, object2\_003.tif.

**Please see the [DRI Resources](#) page for further information on ingestion.**

## Dublin Core Resources

The Dublin Core Simple Element Set version 1.1 is currently available here:

**[Dublin Core Metadata Element Set, Version 1.1](#)**.<sup>3</sup>

Guidance on using Dublin Core for Cataloguing is available here:

**[Using Dublin Core: The Elements](#)**.<sup>4</sup>

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<sup>3</sup> <http://dublincore.org/documents/dces/>, last accessed 14 August 2014.

<sup>4</sup> <http://dublincore.org/documents/usageguide/elements.shtml#source>, last accessed 14 August 2014.

## Table of Mandatory and Recommended elements, and suggested controlled vocabularies/standards for DRI

Element	Obligation	Suggested Controlled Vocabulary	Page reference
Title	Mandatory	No	8
Creator	Mandatory	Yes	8
Date	Mandatory	Yes	9
Description	Mandatory	No	10
Rights	Mandatory	No	10
Type	Mandatory	Yes	11
Language	Recommended	Yes	12
Contributor	Recommended	Yes	12
Relation	Recommended	No	13
Source	Recommended	No	13
Coverage	Recommended	Yes	14
Subject	Recommended	Yes	15
Identifier	Optional	No	
Format	Optional	No	
Publisher	Optional	No	

## Sample DRI-compliant Dublin Core XML record

```
<?xml version="1.0" encoding="UTF-8"?>

<metadata xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:dc="http://purl.org/dc/elements/1.1/">
<dc:title>Caring for Digital Content: Mapping International
Approaches</dc:title>
  <dc:creator>O'Carroll, Aileen</dc:creator>
  <dc:creator>Webb, Sharon</dc:creator>
  <dc:creator>Collins, Sandra</dc:creator>
  <dc:creator>Tang, Jimmy</dc:creator>
  <dc:creator>Gallagher, Damien</dc:creator>
  <dc:subject>Archives</dc:subject>
  <dc:subject>Libraries</dc:subject>
  <dc:subject>Digital preservation</dc:subject>
  <dc:subject>Digital archiving</dc:subject>
  <dc:description>This report from the Digital Repository of Ireland maps
emerging international approaches to caring for digital content. The
repositories selected fall into three categories: the metadata
aggregator, the single-site repository, and the multi-site repository.
the report documents key developments in the field, key organisations
and information providers from different domains, and includes a brief
overview of current EU digital preservation projects.</dc:description>
  <dc:publisher>Digital Repository of Ireland</dc:publisher>
  <dc:date>name=September 2013; start=2013-09-01; end=2013-09-30
</dc:date>
  <dc:type>Text</dc:type>
  <dc:format>PDF</dc:format>
  <dc:identifier>DOI: 10.3318/DRI.2013.1</dc:identifier>
  <dc:language>EN</dc:language>
  <dc:rights>Copyright Maynooth University, Trinity College Dublin, and
the Royal Irish Academy. All rights reserved. No part of this book may
be reprinted or reproduced or utilised in any electronic, mechanical
or any other means, now known or hereafter invented, including
photocopying and recording, or otherwise without either the prior
written consent of the publishers or a licence permitting restricted
copying in Ireland issued by the Irish Copyright Licensing Agency Ltd,
The Writers' Centre, 19 Parnell Square, Dublin 1</dc:rights>
</metadata>
```

## Key to the Tables:

**Label** This is the name of the metadata element taken from the Dublin Core documentation, for example "Title".

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**Metadata Element** This is the Dublin Core XML encoding of the metadata element, for example `dc:title`

---

**Definition** This is the formal definition of the element, taken from the Dublin Core documentation.

---

**Format of content** This is the type of data entered in the metadata element, for example free text, or a suggested controlled vocabulary.

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**Obligation** This field details whether or not the element is a required field for ingest into the Repository. Elements are designated as either Mandatory or Recommended. Optional elements are not detailed in this document as they do not have DRI- specific recommendations associated with them.

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**Repeatable** This field details whether or not the metadata standard allows more than one use of the metadata element. For example, if it is possible to enter more than one Subject the element is repeatable, e.g.

```
<dc:subject>Cow</dc:subject>
```

```
<dc:subject>Mammal</dc:subject>
```

All Dublin Core elements are repeatable.

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**Values (examples)** This field gives example instances of the types of values that might be entered in the element.

## Mandatory Elements

<b>Label</b>	<b>Title<sup>5</sup></b>
<b>Metadata Element</b>	dc:title
<b>Definition</b>	A name given to the resource. Typically, a Title will be a name by which the resource is formally known.
<b>Format of content</b>	Free text
<b>Obligation</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;dc:title&gt;Ulysses&lt;/dc:title&gt; &lt;dc:title&gt;Childhood in Ireland: A Qualitative Study&lt;/dc:title&gt; &lt;dc:title&gt;The Morning Show&lt;/dc:title&gt;  Example of an object with multiple titles &lt;dc:title&gt;The Three Musketeers&lt;/dc:title&gt; &lt;dc:title&gt;Les Trois Mousquetaires&lt;/dc:title&gt;</pre>

<b>Label</b>	<b>Creator<sup>6</sup></b>
<b>Metadata Element</b>	dc:creator
<b>Definition</b>	An entity primarily responsible for making the content of the resource. Examples of a Creator include a person, an organization, or a service. Typically the name of the Creator should be used to indicate the entity.
<b>Format of content</b>	Personal, family and corporate names should preferably be formatted according to the <b>Irish Guidelines for Indexing Archives.</b> <sup>7</sup>
<b>Obligation</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;dc:creator&gt;Joyce, James, 1882-1941&lt;/dc:creator&gt; &lt;dc:creator&gt;Irish Qualitative Data Archive, Maynooth University&lt;/dc:creator&gt; &lt;dc:creator&gt;Radio na Gaeltachta, 1972-&lt;/dc:creator&gt;</pre>
<b>Notes</b>	For Irish family names, such as Mary Choilm a' tSeaimpín, where Choilm a' tSeaimpín is a family identifier rather than a surname and cannot precede Mary, DRI suggests that the family identifier should follow the first name.  If the creator is unknown, some term should be entered in the Creator element to signal this, such as "Unknown" or "Anonymous". However, if the cataloguer would prefer to leave the element blank, they should fill in "null".

<sup>5</sup> <http://purl.org/dc/elements/1.1/title>, last accessed 14 August 2014.

<sup>6</sup> <http://purl.org/dc/elements/1.1/creator>, last accessed 14 August 2014.

<sup>7</sup> <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIindexing.pdf>, last accessed 14 August 2014.

## Mandatory Elements

<b>Label</b>	<b>Date<sup>8</sup></b>
<b>Metadata Element</b>	dc:date
<b>Definition</b>	A point or period of time associated with an event in the lifecycle of the resource.
<b>Format of content</b>	Date should preferably be formatted according to the <b>W3C Note on Date and Time Formats<sup>9</sup></b> , <b>ISO 8601<sup>10</sup></b> or the <b>DCMI Period Encoding Scheme<sup>11</sup></b> .
<b>Obligation</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;dc:date&gt;2013-11-05&lt;/dc:date&gt; &lt;dc:date&gt;name=1960s; start=1960-01-01; end=1969-12-31;&lt;/dc:date&gt;</pre>
<b>Notes</b>	<p>Date may refer to published date, broadcast date, object creation date, etc. If you need to accurately identify the date type then please consider using Qualified Dublin Core.</p> <p>If the date is unknown and the cataloguer would prefer to leave the element blank rather than write "Unknown," they should fill in "null".</p> <p>If the precise date is unknown, preface the year with ca or circa (for about).</p> <p>For example:</p> <p>Desired display date: ca. 1935 Desired range: Earliest: 1930; Latest: 1940 Encode as: <pre>&lt;dc:date&gt;name=ca 1935; start=1930-01-01; end=1940-12-31;&lt;/dc:date&gt;</pre></p> <p>For works produced within the last few centuries, you may use a ten-year span for approximated (ca.) Earliest and Latest Dates. Thus ca. 1860 could be indexed as Earliest: 1855; Latest: 1865.</p> <pre>&lt;dc:date&gt;name=ca 1860; start=1855-01-01; end=1865-12-31;&lt;/dc:date&gt;</pre>

<sup>8</sup> <http://purl.org/dc/elements/1.1/date>, last accessed 14 August 2014.

<sup>9</sup> <http://www.w3.org/TR/NOTE-datetime>, last accessed 14 August 2014.

<sup>10</sup> <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 14 August 2014.

<sup>11</sup> <http://dublincore.org/documents/dcmi-period/>, last accessed 14 August 2014.

## Mandatory Elements

<b>Label</b>	<b>Description<sup>12</sup></b>
<b>Metadata Element</b>	dc:description
<b>Definition</b>	An account of the resource.
<b>Format of content</b>	Free text
<b>Obligation</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<code>&lt;dc:description&gt;A novel about the fictional character Leopold Bloom in early twentieth-century Dublin that mirrors the wanderings of the Ulysses epic.&lt;/dc:description&gt;</code>
<b>Notes</b>	Description may include but is not limited to: an abstract, a table of contents, or a free-text account of the resource.

<b>Label</b>	<b>Rights<sup>13</sup></b>
<b>Metadata Element</b>	dc:rights
<b>Definition</b>	Information about rights held in and over the resource. Typically a Rights element will contain a rights management statement for the resource, or reference a service providing such information. Rights information often encompasses Intellectual Property Rights (IPR), Copyright, and various Property Rights.
<b>Format of content</b>	Free text
<b>Obligation</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<code>&lt;dc:rights&gt;Copyright National Library of Ireland, 2013&lt;/dc:rights&gt;</code> <code>&lt;dc:rights&gt;Copyright IQDA, Maynooth University. All rights reserved&lt;/dc:rights&gt;</code> <code>&lt;dc:rights&gt;Copyright Radio na Gaeltachta. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Ireland Licence. Please use the following attribution when citing this work: Copyright Radio na Gaeltachta, digital surrogate created by the DRI NUI Galway Demonstrator Project&lt;/dc:rights&gt;</code>
<b>Notes</b>	This element may include both rights information, and information on how the resource can be reused.

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<sup>12</sup> <http://purl.org/dc/elements/1.1/description>, last accessed 14 August 2014.

<sup>13</sup> <http://purl.org/dc/elements/1.1/rights>, last accessed 14 August 2014.

## Mandatory Elements

<b>Label</b>	<b>Type<sup>14</sup></b>
<b>Metadata Element</b>	dc:type
<b>Definition</b>	The nature or genre of the content of the resource. Type includes terms describing general categories, functions, genres, or aggregation levels for content.
<b>Format of content</b>	Free text Recommended controlled vocabularies for this element: <b>DCMI Type Vocabulary.</b> <sup>15</sup> Other recommended vocabularies are available on the <b>DRI Vocabularies page.</b> <sup>16</sup>
<b>Obligation</b>	Mandatory
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<dc:type>Dataset</dc:type> <dc:type>MovingImage</dc:type> <dc:type>Text</dc:type> <dc:type>Newspapers</dc:type> <dc:type>Periodicals</dc:type>

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<sup>14</sup> <http://purl.org/dc/elements/1.1/type>, last accessed 14 August 2014.

<sup>15</sup> <http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary/>, last accessed 14 August 2014.

<sup>16</sup> <http://dri.ie/vocabularies>, last accessed 21 October 2014.

## Recommended Elements

<b>Label</b>	<b>Language<sup>17</sup></b>
<b>Metadata Element</b>	dc:language
<b>Definition</b>	A language of the resource.
<b>Format of Content</b>	Languages should preferably be formatted according to <b>ISO639<sup>18</sup></b> or <b>RFC5646<sup>19</sup></b> .
<b>Obligation</b>	Recommended
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<dc:language>en</dc:language> <dc:language>eng</dc:language> <dc:language>ga</dc:language> <dc:language>gle</dc:language>

<b>Label</b>	<b>Contributor<sup>20</sup></b>
<b>Metadata Element</b>	dc:contributor
<b>Definition</b>	An entity responsible for making contributions to the resource.
<b>Format of content</b>	Free text. Personal, family and corporate names should preferably be formatted according to <b>the Irish Guidelines for Indexing Archives<sup>21</sup></b> .
<b>Obligation</b>	Recommended
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<dc:contributor>Joyce, James, 1882-1941</dc:contributor> <dc:contributor>Heaney, Seamus, 1939-2013</dc:contributor>
<b>Notes</b>	Contributors may include interviewees, presenter, co-presenter, a participant, funders. If you require more granular descriptions of roles consider using Qualified Dublin Core.

<sup>17</sup> <http://purl.org/dc/elements/1.1/language>, last accessed 14 August 2014.

<sup>18</sup> [http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php), last accessed 14 August 2014.

<sup>19</sup> <http://tools.ietf.org/html/rfc5646>, last accessed 14 August 2014.

<sup>20</sup> <http://purl.org/dc/elements/1.1/contributor>, last accessed 14 August 2014.

<sup>21</sup> <http://www.learnaboutarchives.ie/~learnabo/images/documents/ARAIindexing.pdf>, last accessed 14 August 2014.

## Recommended Elements

<b>Label</b>	<b>Relation<sup>22</sup></b>
<b>Metadata Element</b>	<code>dc:relation</code>
<b>Definition</b>	A reference to a related resource. Recommended best practice is to reference the resource by means of a string or number conforming to a formal identification system.
<b>Format of content</b>	Free text
<b>Obligation</b>	Recommended
<b>Repeatable</b>	Yes
<b>Values (example)</b>	<code>&lt;dc:relation&gt;DOI: 10.3318/DRI.2013.1&lt;/dc:relation&gt;</code> <code>&lt;dc:relation&gt;This text is a translation of DOI:10.3318/DRI.LODer.2013.3&lt;/dc:relation&gt;</code>
<b>Notes</b>	DOIs, URLs, and library codes or references to demonstrate a relationship between objects may be included in this element. If you need to identify more granular relationship types consider using Qualified Dublin Core.

<b>Label</b>	<b>Source<sup>23</sup></b>
<b>Metadata Element</b>	<code>dc:source</code>
<b>Definition</b>	A related resource from which the described resource is derived.
<b>Format of content</b>	Free text
<b>Obligation</b>	Recommended
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<code>&lt;dc:source&gt;Book of Kells&lt;/dc:source&gt;</code> <code>&lt;dc:source&gt;John Kelly interview&lt;/dc:source&gt;</code>
<b>Notes</b>	DOIs, URLs, and library codes or references to demonstrate a relationship between objects may be included in this element.

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<sup>22</sup> <http://purl.org/dc/elements/1.1/relation>, last accessed 14 August 2014.

<sup>23</sup> <http://purl.org/dc/elements/1.1/source>, last accessed 14 August 2014.

## Recommended Elements

<b>Label</b>	<b>Coverage<sup>24</sup></b>
<b>Metadata Element</b>	dc:coverage
<b>Definition</b>	The spatial or temporal topic of the resource, the spatial applicability of the resource, or the jurisdiction under which the resource is relevant.
<b>Format of content</b>	Free text. Geo-codes should preferably be formatted according to the <b>DCMI Point Encoding Scheme<sup>25</sup></b> , and the <b>DCMI Box Encoding Scheme<sup>26</sup></b> . Temporal data should preferably be formatted according to the <b>DCMI Period Encoding Scheme<sup>27</sup></b> , <b>W3C Note on Date and Time Formats<sup>28</sup></b> or <b>ISO 8601<sup>29</sup></b> ; or the <b>Library of Congress Subject Headings for named periods<sup>30</sup></b> .
<b>Obligation</b>	Recommended
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;dc:coverage&gt;1918-11-11&lt;/dc:coverage&gt; &lt;dc:coverage&gt;name=The 1960s; start=1960-01-01; end=1969-12-31;&lt;dc:coverage&gt; &lt;dc:coverage&gt;Early Modern History&lt;/dc:coverage&gt; &lt;dc:coverage&gt;Spain&lt;/dc:coverage&lt;/dc:coverage&gt; &lt;dc:coverage&gt;name=Western Australia; northlimit=- 13.5; southlimit=-35.5; westlimit=112.5; eastlimit=129&lt;/dc:coverage&gt; &lt;dc:coverage&gt;http://data.logainm.ie/place/49237&lt;/ dc:coverage&gt; &lt;dc:coverage&gt;http://sws.geonames.org/3301443/&lt;/ dc:coverage&gt; &lt;dc:coverage&gt;http://id.worldcat.org/fast/1271105&lt;/ dc:coverage&gt;</pre>

<sup>24</sup> <http://purl.org/dc/elements/1.1/coverage>, last accessed 14 August 2014.

<sup>25</sup> <http://dublincore.org/documents/dcmi-point/>, last accessed 14 August 2014.

<sup>26</sup> <http://dublincore.org/documents/dcmi-box/>, last accessed 14 August 2014.

<sup>27</sup> <http://dublincore.org/documents/dcmi-period/>, last accessed 14 August 2014.

<sup>28</sup> <http://www.w3.org/TR/NOTE-datetime>, last accessed 14 August 2014.

<sup>29</sup> <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 14 August 2014.

<sup>30</sup> <http://id.loc.gov/authorities/subjects.html>, last accessed 21 March 2014.

## Recommended Elements

<b>Label</b>	<b>Subject</b> <sup>31</sup>
<b>Metadata Element</b>	dc:subject
<b>Definition</b>	The topic of the resource.
<b>Format of content</b>	Free text.
<b>appropriate to</b>	It is recommended to use a vocabulary or thesaurus that is the record's subject. A suggested list is available on the <b>DRI Vocabularies page</b> <sup>32</sup> .
<b>Obligation</b>	Recommended
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<dc:subject>Valera, Eamon, de, 1882-1975</dc:subject> <dc:subject>Geography</dc:subject> <dc:subject>Fiction</dc:subject> <dc:subject>Satire</dc:subject>

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<sup>31</sup> <http://purl.org/dc/elements/1.1/subject>, last accessed 14 August 2014.

<sup>32</sup> <http://dri.ie/vocabularies>, last accessed 14 August 2014.

