

Developing a Metadata Element Set
I. Identify desired metadata elements for the collection

Desired Element	Explanation and Description of the Element (This will be the element definition and will be included in the final schema.)	Example (The examples may be included in a best practice guide, either within the schema or in a separate guide)	Implementation (Mandatory? Optional? Repeatable?)
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(For example:)

Agent

An entity primarily responsible for making the content of the resource

- Smith, John
 - WKSU (Kent State University)

M, R.

Developing a Metadata Element Set

II. Decision for value spaces: content and value specifications, vocabularies

Element Name (The element defined by the last task)	Value controlled? (Yes or No, and How)	Value (list, name of scheme, rules)
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(example):

Agent	Yes, name authority	ULAN, LC Name Authority, Accumulated local name authority
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(or):

Agent	Yes, rule	Personal: Last, M. First Organization: Smaller unit, Larger unit
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Developing a Metadata Element Set
III. Establish an Application Profile
(The namespace for our element set is ksu)

Element Name	Matched SCHEMA A Element and Qualifier (Schema A is the preliminary source schema.)	Matched SCHEMA B Element and Qualifier (Schema B is the secondary source schema.)	Additional <u>ksu</u> qualifiers for matched SCHEMA elements (These are additional/ revised qualifiers for matched SCHEMA A or SCHEMA B elements.)	Un-matched Element (This element will be claimed under <u>ksu</u> Namespace)
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(example):

Agent	vra.agent			
Title	vra.title			
Langauge		dc.langauge		
Subject			vraksu.subject.May4th	
CollectionType				ksu.collectionType

Examples from Application Profiles' Specifications

An example from NLM: <http://www.nlm.nih.gov/tsd/cataloging/metafilenew.html>

Element: Geographic Coverage

Name: Geographic Coverage
 Identifier: DC.Coverage.Spatial
 Definition: A geographic or spatial location covered by the intellectual content of the resource
 Required: O
 Repeatable: Y
 Comments: N/A

An example from DC-GOV: <http://dublincore.org/documents/2001/09/17/gov-application-profile/>

Coverage

Name	Coverage Spatial
Label	...
Choice of Namespace:	DCMES Qualifiers
DC Encoding Scheme(s)	DCMI Point, ISO 3166, DCMI Box, TGN
DC-Gov Encoding Scheme(s)	
Form of Obligation	R or MA
DC Definition	Spatial characteristics of the intellectual content of the resource.
DC Comment	Coverage will typically include spatial location. Recommended best practice is to select a value from a controlled vocabulary.
DC-Gov Definition	-
DC-Gov Comment	
Best Practice	Use Coverage with qualifier Spatial or Temporal.
Open Questions	Is there a suitable encoding scheme that meets the level of detail and variety of regions that government information resources cover?

Developing a Metadata Element Set
IV. Create crosswalks

**KSU Element
(as source schema)**

XYZ Group's Element

Dublin Core Element

VRA Core 4 Element

MODS Element

For example:
Agent

Creator

Creator

Agent

Name

Developing a Metadata Element Set
V. Write a specification for the complete element set

Write a complete specification for your element set or application profile.

Examples from Original Element Sets' Specifications:

An example from DC: <http://dublincore.org/documents/dces/>

Element Name:	Type
Label:	Resource Type
Definition:	The nature or genre of the content of the resource.
Comment:	Type includes terms describing general categories, functions, genres, or aggregation levels for content. Recommended best practice is to select a value from a controlled vocabulary (for example, the DCMI Type Vocabulary [DCT1]). To describe the physical or digital manifestation of the resource, use the FORMAT element.

Example from VRA Core can be found at: http://www.vraweb.org/projects/vracore4/VRA_Core4_Element_Description.pdf

[element name]
Description:
Data Values:
[mapping to other schemes -- schema name]
[info about required or not, repeatable or not]