Developing a Metadata Element Set or Application Profile for a Portal of a Postcard Collection
(Tasks #1 to #10 template)

This example is for a collection of unused postcards made of different materials, sizes, and shapes, which have been published in different languages, places, and time for different purposes. Treat the items of the collection as the primary resources (i.e., the postcards themselves, not the images on the postcards).

Stage I. Analyzing and Understanding the Collection

Step 1. Examine the resources to be described.
   Examine as many instances as possible in order to know the common characteristics of these information-bearing objects.

Step 2. Draft the desired elements.
   Consider postcards as a kind of intellectual or artistic work, similar to a book. Think, discuss, and write your notes.

This is a draft note:

<table>
<thead>
<tr>
<th>Desired Element (use lowercase letters)</th>
<th>Explanation and note</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>creator</td>
<td>An entity primarily responsible for making the content of the resource</td>
<td>Smith, John</td>
</tr>
</tbody>
</table>
Stage II. Developing the Element Set/Application Profile for the collection

Step 3. Communicate about the functional requirements.
Ask questions: What types of users might we serve? (This may require us to develop personas first.) What do we want to do with this collection? For example,

_We would like users to be able to:_
- **Search by:** (e.g., material, subject …)
- **Browse by:** (e.g., shape, color, size …)
- **View by:** (e.g., function, feature …)

_We would like to be able to:_
- **Link together:** (e.g., records from the same publisher)
- **Link to:** (e.g., the artistic work represented on the front side of the card)
- **Filter by:** (e.g., date of creation …)

Step 4. Design a domain model
Discuss and illustrate: What kinds of THINGs (entities) will our metadata describe? What are the relationships between these THINGs? For example:

- Postcards (as a kind of work);
- People or organizations involved;
- The ‘aboutness’ or ‘ofness’ of the images on the postcards;
- The art work/photograph/objects/landmarks/architecture/design… that already exist and are used by postcards as images.

Step 5. Identify desired metadata elements for the collection.
Discuss and write down: What elements (i.e., metadata terms) will we need to define?

**Use the following templates to [hand]write:**
### Developing a Metadata Application Profile

**Step 5. Identify desired metadata elements for the collection**

<table>
<thead>
<tr>
<th>Desired Element</th>
<th>Explanation and Description of the Element</th>
<th>Example</th>
<th>Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>creator</td>
<td>An entity primarily responsible for making the content of the resource</td>
<td>Smith, John</td>
<td>M, R.</td>
</tr>
</tbody>
</table>

Example: creator

Smith, John

M, R.
### Developing a Metadata Application Profile

**Step 6. Make decisions regarding value spaces**

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Value controlled?</th>
<th>How to control?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(The element defined by the last task)</td>
<td>(Yes and How, No)</td>
<td>(A pre-defined list of terms; Name of an existing vocabulary/scheme, rules, best practice guide, etc.)</td>
</tr>
<tr>
<td>creator</td>
<td>Yes, name authority</td>
<td>ULAN/LC Name Authority/Accumulated local name authority</td>
</tr>
</tbody>
</table>
| (or): creator | Yes, rule | For Person: Last, M. First  
For Organization: Smaller unit, Larger unit |
| shape | Yes, controlled list | [My] Shapes List: rectangle, square, circle, irregular shape … |
TEMPLATE OF STEPS (Using postcards as objects to be described)

<table>
<thead>
<tr>
<th>Element Name</th>
<th>Matched VocabularyA Element</th>
<th>Matched VocabularyB Element</th>
<th>Un-matched Element</th>
</tr>
</thead>
<tbody>
<tr>
<td>(The element defined by the last task)</td>
<td>(The preliminary source schema)</td>
<td>(The secondary source schema, when nothing can be found in SchemaA.)</td>
<td>(If none can be borrowed from SchemaA or SchemaB, this element will be created and claimed under your own presumed namespace.)</td>
</tr>
</tbody>
</table>

**Example:**

- identifier: dc:identifier
- title: dc:title
- creator: dc:creator
- language: dc:language
- measurement: vra:measurement
- technique: vra:technique

<table>
<thead>
<tr>
<th>collectionType</th>
<th>ksu:collectionType</th>
</tr>
</thead>
<tbody>
<tr>
<td>shape</td>
<td>ksu:shape</td>
</tr>
</tbody>
</table>
Stage III.
Preparing the Specification
Write a complete specification for your element set or application profile.

With all elements finalized (borrowed or created), now sort out a list of all the elements.

You may use the spreadsheet or WORD for the whole specification.

Start a new sheet that includes:

**Element name**
-- Each element should have the prefix showing the namespace, e.g., *dc:type*

**Element label**

**Element [http] URI**

**Definition**  -- Keep the original definition for a borrowed element. You may add a revised definition tailored to your project.

**Implementation** (Mandatory /Optional? Repeatable?)

**Comment**

**Value Space Control**  —[This can be merged with Comment.] Different element may have different best practice rules and value space control, such as: (1) give a predefined list of terms (2) list the title of an existing value vocabulary, or (3) lay out the syntax rules (e.g., for names, for dates, etc.).
TEMPLATE OF STEPS (Using postcards as objects to be described)

Examples:
1. Example from DC: http://dublincore.org/documents/dces/

   Term Name: type
   URI: http://purl.org/dc/elements/1.1/type
   Label: Type
   Definition: The nature or genre of the resource.
   Comment: Recommended best practice is to use a controlled vocabulary such as the DCMI Type Vocabulary [DCMITYPE]. To describe the file format, physical medium, or dimensions of the resource, use the Format element.

2. Example from VRA Core: http://www.loc.gov/standards/vracore/VRA_Core4_Element_Description.pdf

   CULTURAL CONTEXT
   Description: The name of the culture, people (ethnonym), or adjectival form of a country name from which a Work, Collection, or Image originates, or the cultural context with which the Work, Collection, or Image has been associated.
   Data Values: ULAN Editorial Guidelines Chapter 4.7 Appendix G, Nationalities and Places, AAT, LCSH
   VRA Core 2.0: W15 Nationality/Culture
   VRA Core 3.0: Culture
   CDWA: Creation-Culture
   Dublin Core: COVERAGE
   CCO: Part TWO: Chapter 4: Stylistic and Chronological Information
   Not Required; Repeatable

   crosswalking

   Other constraints

Task 9 is not included in this template.
Developing a Metadata Application Profile

Step 10. Write a specification for the complete element set

Write a specification for the element set for postcards following the examples from the specification of DCMES or NKOS AP

Include these major parts in the specification:

1. Add a title, the creator (your names), date of this specification, a short description of your coverage and purpose of this element set/application profile.

2. In the main body of your specification, you should have everything you did in Step #8.

Follow the examples from the specification of DCMES to write a specification for the element set for postcards — DCMES: http://dublincore.org/documents/dces/

or

Consult these AP's specifications: http://nkos.slis.kent.edu/nkos-ap.html

Tasks 11, and 12 are not included in this template.