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:

Desired Element (use lowercase letters)	Explanation and note	Example
Example:		
creator	An entity primarily responsible for making the content of the resource	Smith, John

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 represened 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?

<mark>**Use the following templates to [hand]write:**</mark>

TEMPLATE OF STEPS (Using postcards as objects to be described)

Developing a Metadata Application Profile
Step 5. Identify desired metadata <u>elements</u> 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 the best practice guide, either in this document or in a separate guideline.)	Implementation (Mandatory /Optional? Repeatable?) M, O, R.
<mark>Example:</mark> creator	An entity primarily responsible for making the content of the resource	Smith, John	M, R.

TEMPLATE OF STEPS (Using postcards as objects to be described)

Developing a Metadata Application Profile
*Step 6. **Make decisions regarding value spaces***

Element Name (The element defined by the last task)	Value controlled? (Yes and How, No)	How to control? (A pre-defined list of terms; Name of an existing vocabulary/scheme, rules, best practice guide, etc.)
Example:		
creator	Yes, name authority	ULAN/LC Name Authority/Accumulated local name authority
(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)

Developing a Metadata Application Profile			
Step 7. Find existing elements from other namespaces to re-use them.			
(Revisit desired element list; decide on "borrowing" or "creating". List for each element one of the following choices.)			

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

Example:

Element Name	VocabularyA	VocabularyB	Un-matched
identifier	dc:identifier		
title	dc:title		
creator	dc: creator		
langauge	dc :langauge		
measurement		vra:mesurement	
technique		vra:technique	
collectionType			ksu :collectionType
shape			ksu :shape

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Developing a Metadata Application Profile
Step 8. Write a specification for the complete element set
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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.
References: [DCMITYPE] http://dublincore.org/documents/dcmi-type-vocabulary/

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.

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Developing a Metadata Application Profile
Step 10. Write a specification for the complete element set

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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

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

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