OHIO

DIGITAL NETWORK

The Ohio Digital Network (ODN) is a Digital Public Library of America (DPLA) Service Hub located at the State Library of Ohio. This manual outlines metadata requirements and styles, and other important harvest settings for data contributors to DPLA through ODN. Please direct metadata questions to Penelope Shumaker at pshumaker@library.ohio.gov

Ohio Digital Network Metadata Manual

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Introduction

Welcome to the Ohio Digital Network! We are so excited to have your great collections represented in DPLA! This manual is meant to be read alongside the ODN's Metadata Application Profile (MAP). The manual outlines important metadata and repository systems institutions will need to review to prepare for metadata harvest by ODN. Staff at ODN is here to answer your questions. Contact Penelope Shumaker, pshumaker@library.ohio.gov with any metadata or harvest related questions.

Steps for Your First Metadata Harvest

- Review Metadata Application Profile.
  - o The two **REQUIRED** institution supplied fields are **Title**, and **Standardized Rights Statement**. Institutions will need to manually add these fields to their metadata. The Standardized Rights Statement field has strict formatting requirements. See the Required Fields Formatting Requirements section for more information.
  - o The other required fields (Data Provider, Collection, Is Shown At, and Preview) are derived fields. This means ODN will automatically add these fields to metadata collections in the process of harvest and XSLT transformation. See the Required Fields Formatting Requirements section for more information about how ODN populates these fields, and how they are used in DPLA.
  - o Check your collections metadata for quality. ODN will not always check, or alert you to, the metadata quality issues in every field. Consider checking spelling, consistency, and controlled vocabularies. See the Recommended Fields Formatting Requirements section for more information about these fields.
- Check your repository's OAI-PMH feed and settings. See the OAI-PMH settings section for more information
- Complete an ODN Mapping template for each collection. List each field that is present in the collection's metadata even if you don't want that field sent to DPLA. List any fields that you don't want mapped on the "Local Mapping" row of the template. Send completed templates to Penelope Shumaker, pshumaker@library.ohio.gov.
- DPLA ingests ODN's metadata records in March, June, September, and December. In order for your records to be included in a given month's ingest, your institutions records will need to have completed the QA process before that month begins. This means ODN will need to start our harvest process 2-4 weeks before the scheduled ingest, and all metadata remediation must be complete before the month begins.
  - o For example, if you hope to have your metadata included in the March harvest, you need to send the mapping template to ODN by early to mid-February. All metadata remediation must be completed by the end of February.
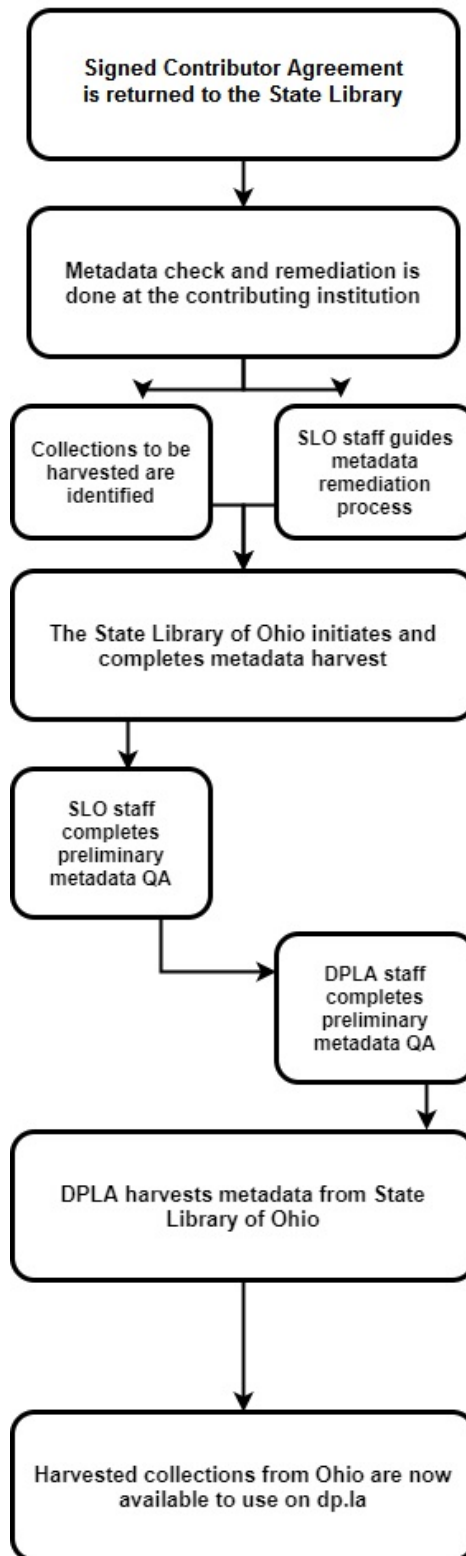
Adding or Removing Collections in ODN

After ODN has completed your institutions first harvest, you can sit back and enjoy your amazing collections increased exposure in DPLA. But wait, what do you need to do to keep your collections current? Check out the possible situations and help us keep your records current.

- **Adding items to a collection in DPLA:** If you add a large number of items to your collections, please contact ODN to add your collections to the harvest queue. You do not need to complete a Mapping Template for collections we have already harvested.
- **Removing Items or Collections from DPLA:** If you remove your collections, or any items in your collections, please contact ODN so we can reharvest the collection, or remove the collection's metadata from our repository. *Unless otherwise specified items will not be removed from DPLA until our regularly scheduled harvest. Remember if you delete it from your website, we won't know about it unless you tell us. It will just be a dead link on DPLA's website.*
- **Adding New Collections to DPLA:** If you want to add a new collection to DPLA, complete a mapping template for that collection and send it to pshumaker@library.ohio.gov.

Harvest Overview

This flow chart details how institutions' metadata gets to DPLA.

```
┌─────────────────────────────┐
│  Signed Contributor Agreement│
│  is returned to the State Library│
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Metadata check and remediation is│
│  done at the contributing institution│
└─────────────────────────────┘
         │           │
         ▼           ▼
┌──────────────┐  ┌──────────────┐
│ Collections to be│  │ SLO staff guides│
│ harvested are    │  │ metadata        │
│ identified       │  │ remediation     │
│                  │  │ process         │
└──────────────┘  └──────────────┘
              │
              ▼
┌─────────────────────────────┐
│ The State Library of Ohio initiates and│
│ completes metadata harvest  │
└─────────────────────────────┘
              │
              ▼
┌──────────────┐
│ SLO staff     │
│ completes     │
│ preliminary   │
│ metadata QA   │
└──────────────┘
              │
              ▼
        ┌──────────────┐
        │ DPLA staff    │
        │ completes     │
        │ preliminary   │
        │ metadata QA   │
        └──────────────┘
              │
              ▼
┌─────────────────────────────┐
│ DPLA harvests metadata from State│
│ Library of Ohio             │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Harvested collections from Ohio are now│
│ available to use on dp.la   │
└─────────────────────────────┘
```

OAI-PMH Settings

Disable Page Level Metadata in OAI-PMH Feed

DPLA requires all items in the metadata to be in an item level record, and not in individual page level records. Please take a moment to review your OAI output settings.

If you are using CONTENTdm, please check the following settings: CONTENTdm Administration → "Administration" tab → "Harvesting". The "Enable compound object pages" option in the "OAI" section allows you to enable or disable this functionality. This setting should be disabled for page level records.

If you are using another Digital Asset Management System, please contact your server administrator to determine the settings in your system.

Removing Deleted Records from OAI Feed 2021 Update

CONTENTdm (and other such content management systems) has a method for recording details about deleted records for OAI-PMH harvests, and this information is sent with an OAI-PMH harvest of the collection.

Due to a change in DPLA processing, it is no longer necessary to ask the CONTENTdm support team at OCLC to remove the deleted records for your institutions collections under normal circumstances.

At one time, removal of the deleted record information was necessary for CONTENTdm collections under very specific circumstances, but the State Library of Ohio Staff has contacted the OCLC support team and confirmed that the issue which necessitated that has been resolved.

Required and Optional Fields Formatting Requirements

The following two required fields (Standardized Rights Statement and Title) must be found in the Data Provider's original metadata.

Standardized Rights Statement	edm:rights	**Required, 1**. The URI of the rights statement from rightsstatements.org that applies to the digital object or digital representation found at edm:isShownAt. The statement found at the URL cannot contradict or repeat information found in dc:rights.

We have the following requirements for the rights field:

- The field must only have the URI from rightsstatements.org, and no other text in the field.
  - Note the URI differs from the URLs found on rightsstements.org. Please use the URIs as seen below:

    ✓ http://rightsstatements.org/vocab/InC/1.0/ (Correct URI)

    ✗ http://rightsstatements.org/page/InC/1.0/?language=en (Incorrect URL)

- The field must not contradict or repeat information found in the local rights field. If you wish to put the text of the rights statement in a second rights field, we will only harvest the fields with the URI, but we must have at least one field that only hast the rights URI field.

Title	dcterms:title	**Required, 1 or more.** Primary name given to the described resource.

We do not have any formatting requirements for the title, except it must be present in your metadata. DPLA and ODN does recommend that the title is as descriptive as possible.

The following four required fields (Data Provider, Collection, Is Shown At and Preview) are usually found automatically from Data Provider's OAI-Feed, or other relevant information.

Collection	dcterms:isPartOf	**Required, 1**. Collection or aggregation of which described resource is a part; will be determined from the OAI set name. Can use an alternative value if necessary; notify ODN during initial QA process.

We will use the OAI Set name for this field. If you want use a different name, please note that and any questions on your mapping template. DPLA does not currently display this information on the public side of the website, but has plans to display it in the future.

Data Provider	edm:dataProvider	**Required, 1.** The organization or entity that supplies data to DPLA through a Provider.

We will use name providers list as the "Institution Name" on the ODN Mapping Template for this field. The institution name will be identical for all items for all items in a collection. DPLA will display this information as "Contributing Institution" on their website.

Is Shown At	edm:isShownAt	**Required, 1.** Unambiguous URL reference to digital object in its full information context

Often this information is found in the <Identifier> field depending on the Digital Asset Management System institutions use. Some Digital Asset Management Systems may put the information in the dc:identifier field. DPLA will display this information as the "URL" on their website.

Preview	edm:preview	**Required, 1.** The URL of a thumbnail, extract or other type of resource representing the digital object for the purposes of providing a preview

Often this information is found in the dc:identifier field depending on the Digital Asset Management System used. Some Digital Asset Management Systems may put the information in the dc:identifier field. Occasionally institutions may have to request that systems administers program this item. DPLA will display as a thumbnail image in searches, and on the item record on their website. Some items such as audio and video files are not required to have thumbnails. If your items do not have a natural thumbnail please do not use a default image for this field. Please take a moment to review your collections thumbnails. If your system is using default thumbnails please let us know, so that we can remove them during our XSLT transform.

Recommended Fields Formatting Requirements

Date	dc:date	**Recommended, can be multiple.** Date value as supplied by data provider.

DPLA can transform dates in a variety of formats, as listed below. Note if you are sending the full date/time pattern such as "2009-06-15T13:45:30," we will use XSLT to remove the timestamp.

- 1992
- 1992-12-01
- 1992-12
- 12-1992
- 12-01-1992
- 12.01.1992
- 12/01/1992
- 1992-12-01?
- 1992-12-01~
- 1992-12-uu
- 1992.12.01
- 1992-12-01
- 1992.12
- 1992?
- circa 1992
- ca 1992

- c 1992
- ca. 1992
- c. 1992
- 1992/1993
- 199x
- 19--
- [1992]
- 1990s
- late 1990s
- 199-
- Dec 1992
- Dec 01 1992
- Dec 01, 1992

IIIF Manifest	dcterms:isReferenced by	**Optional, one per record.** IIIF Manifest for record.

IIIF metadata can, in some cases, be derived from other metadata being sent by a DPLA contributor. State Library staff can meet with sites to discuss adding IIIF Manifests to their records, and the required processes.

Institutions Using CONTENTdm

- Sites running CONTENTdm, for example, always have "edm:isShownAt" values similar to:
  - http://servername/cdm/ref/collection/ALIAS/id/CISOPTR
- That URI points to a specific CONTENTdm record, and the corresponding IIIF URI would be:
  - http://servername/iiif/info/ALIAS/CISOPTR/manifest.json

- This consistency across CONTENTdm servers allows the ODN staff to "calculate" the correct IIIF URI for any given CONTENTdm record.

Institutions that are not using CONTENTdm

- In the case of a site running a non-CONTENTdm server, it might be possible for the ODN staff to "calculate" IIIF URIs in a manner similar to that used with CONTENTdm servers. However, for non-CONTENTdm servers, the ODN member submitting the collection must provide details about how to transform the metadata they are sending into IIIF metadata. For example, a non-CONTENTdm server was sending values similar to the following with their metadata:
  - oai:oaks.kent.edu:node-11153
- The corresponding IIIF metadata URI for this item would be:
  - https://oaks.kent.edu/node/11153/manifest

- Various Content Management Systems may display IIIF metadata differently, however, so such a rule cannot be applied to all non-CONTENTdm systems.

- If you do not have a CONTENTdm server and your server does support IIIF metadata, then the questions you should ask are:
  - Is the IIIF URI being sent with data harvested via OAI-PMH? If so, then just put the appropriate metadata field's label in the IIIF field in the ODN Metadata Template
  - If IIIF metadata is supported by your Content Management System but the metadata's not being sent via OAI-PMH, then do you know whether there's a pattern to the IIIF URIs that would allow them to be automatically be generated by the ODN team, similar to those described above?
  - If your Content Management System does support IIIF but you don't know of any patterns allowing the ODN team to derive the correct IIIF values, then can you send the ODN team sample IIIF URIs and their corresponding URLs showing the records as an end-user would see them? Possibly the ODN team can identify a way to automatically generate the values.
  - Including known-good IIIF URIs in your metadata is always the best option. Some systems (CONTENTdm, for example) can store files that are not IIIF-compliant, or simply don't support IIIF for specific file types even though the IIIF standard states that these file types should be supported.

Language	dcterms:language	**Recommended, can be multiple.** Language(s) of described resources. See Appendix A for controlled vocabulary.

If possible, use the spelled-out title of the language of the described resource (e.g. English, Spanish). If using language codes use the three-digit codes found at the link below. Note DPLA does not use the three-digit code "ger" for German, rather they use the code is deu for Deutsch.

https://github.com/dpla/ingestion3/blob/9f1f156f059f1840c538105bf02d02443c38356a/src/main/resources/iso-639-3.tab

Place	dcterms:spatial	**Recommended, can be multiple.** Spatial characteristics of described resource, such as a country, city, region, address or other geographical term. Captures aboutness.

Previously, DPLA required a hierarchal order for place names due to an enhancement that displayed records on a geographic map. Due to a website redesign, and other issues with the enhancement, DPLA no longer provides this enhancement for records.

Best practices for the Place field include only for spatial topics that a resource is about. Not intended to capture the place of publication or digitization.

Subject	dcterms:subject	**Recommended, can be multiple.** Topic of described resource

If you are using hyphens for subject, or geospatial order DPLA best practices include:

-No spaces between terms.

-Double hyphens (--) not single smart hyphens. Occasionally Microsoft programs will automatically edit the double hyphens to one single hyphen, so check the autocorrect settings if necessary.

See correct and incorrect examples below:

✓ Probate Records--Ohio--Butler County

✗ Probate Records -- Ohio -- Butler County

✗ Probate—Ohio—Butler County

Type	dcterms:type	**Recommend, 1 or more.** Nature or genre of described resource. Vocab - DCMIType

The type field must be filled with one of the DCMI Type Vocabulary Terms. If you would like a more detailed explanation of the values check out the Dublin Core Metadata Initiative DCMI Type Webpage (note: you will need to scroll to the middle of the page to find the DCMI type Vocabulary terms). Due DPLA's collection development guidelines, they do not want the DCMI type "collection used. The accepted DCMI Type vocabulary terms are:

- Class
- Event
- Image
- InteractiveResource
- MovingImage
- PhysicalObject
- Service
- Software
- Sound
- StillImage
- Text