

Metadata Standards

A metadata schema (or metadata standard) establishes and defines data elements and the rules for using those elements to describe a resource.

Nebraska State Historical Society's (NSHS) metadata schema is based on Qualified Dublin Core. Several local terms have also been included, to ensure resources are easily located. (<https://www.dublincore.org/specifications/dublin-core/dcmi-terms/>). The goal when applying metadata is:

- To provide descriptive and accurate interpretations of the objects being digitized.
- To ensure the digital surrogates are discoverable and usable by both people and systems.
- To provide context for the original item and its inclusion in the particular digital collection or project it is being presented within.
- To enable users to assess the authenticity of the digital surrogate.
- To provide access to materials in culturally appropriate and inclusive ways.
- To provide global access to NSHS collections.

Element	Definition
Title	A name given to the resource
Record Group Number	Collection number assigned to a resource.
Collection	An aggregation of resources. A collection is described as a group; its parts may also be separately described.
Location	Physical location
Box	The archival box number the object is housed in
Folder	The archival folder number the original object is housed in.
Contributing Institution	The institution that holds the records being described.
Creator	An entity primarily responsible for making the resource
Contributors	An entity responsible for making contributions to the resource.
Date	A point or period of time associated with an event in the lifecycle of the resource.
Description	An account of the content of the resource
Language	A language of the resource
Subject (Topic)	The topic of the resource. Typically, the subject will be represented using keywords and key phrases.

	<i>NSHS Uses the Library of Congress Authority files and local terms to apply subject heading.</i>
Subject (Names)	All names associated with the resources. This includes both personal names, business names, and corporate entities.
Subject (Places)	Location (geographically) of where the object was created or a geographic location noted in the object.
Subject (Events)	A thing that happens, especially one of importance. A planned public or social occasion.
Subject (Temporal)	The time period associated with the object being described.
Format-Extent	The size or duration of the resource.
Format-Medium	The material or physical carrier of the resource.
Rights	Information about rights held in and over the resources.
Hardware/Software	Equipment and software used to digitize the object being described.
Relation	Is the object an original or a copy?
Dimensions	The dimensions of a resource. At NSHS this field is primarily used to describe photographs or audiovisual materials. <ul style="list-style-type: none"> • Photographic dimensions are recorded in inches (i.e. 5" x 7"). • Audiovisual dimensions are recorded by the film being described (i.e. 16mm)
Type	The nature or genre of the resource.
File Type	The file type of the digital surrogate.
Date Digital	The date an object has been digitized.
Identifier	A sequence of characters used to identify or refer to a program or an element. <i>At NSHS the identifier is the filename of the object being described.</i>