Metadata Application Profile

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Description: This application profile provides a reference for the creation of uniform Dublin Core metadata for the Digital Transgender Archive.

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Introduction

The Digital Transgender Archive provides a centralized hub for transgender-related historical materials, including born-digital materials, digitized historical materials, and information on archival holdings throughout the world.

While many brick-and-mortar archives collect transgender-related historical materials, these materials can be difficult to access because they are rarely described as transgender, very little information about these collections is digitized, archives that collect these materials are widely dispersed and largely disconnected, and archives employ varying organizational systems. In order to improve access to transgender history, the DTA virtually merges these disparate archival collections, digital materials, and independent projects through an expansive and highly adaptable search engine. With rich primary source materials and powerful search tools, the DTA offers a generative point of entry into the interesting and expansive world of transgender history.

This Metadata Application Profile provides a set of guidelines in order to maintain consistent metadata practices. The purpose of this Metadata Application Profile is to standardize metadata practices within the project in order to: 1) create the most accurate and efficient database possible; 2) increase the interoperability of the DTA with other initiatives; and 3) enable metadata harvesting with the Open Archives Initiative Protocol for Metadata Harvesting and any related digital discovery tools. All metadata records held in the DTA that resolve to digital objects will be harvested by Digital Commonwealth and the Digital Public Library of America.

Version Information

Version	Date	Changes Made
1.0	September, 2014	First release
1.1	November, 2014	Minor edits
2.0	September, 2015	Changes to most input guidelines; development of genre controlled vocabulary; creation of Subject Coverage; addition of summary table
2.1	October, 2015	Added Alternative Title, Subject Coverage: LC, Subject Coverage: Other Elements; changed Spatial Coverage schema
2.2	October, 2015	Converted to DC Terms; added Explicit Content element
2.3	November, 2015	Changed Collection and Institution elements; reordered elements; changed several schema
2.4	March, 2016	Changed Creator and Contributor elements
2.5	May, 2016	Addition of Table of Contents element
2.6	October, 2018	Changed Creator and Contributor elements

General Guidelines

- Adhere to the one-to-one principle as a basic guideline: one metadata record should describe one and only one resource. This is particularly relevant with digital objects that represent an analog resource (e.g., a scan of a photograph). As a general principle, all metadata values should describe the original resource; metadata about the digital resource can be included in the "Digital Format" element.
- Digital objects may consist of a single item or multi-part items (e.g., a journal with multiple pages) and can include born digital objects and analog objects that have been digitized.
- Unless otherwise noted, when there is no information to input into an element, omit that element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).
- First letters of words should be capitalized in all fields following Chicago Style for title capitalization, except when following a schema or inputting directly via a crosswalk.
- Though metadata creation is often a very subjective process, try to remain as true to the resource as possible. It can be helpful to imagine what users of the DTA will be searching for, but care should be taken to represent the resource accurately.
- Care should be taken to attend to trans-specific metadata concerns. For example, when an individual has a chosen name, that name should be used irrespective of whether that name is legal or included in an authority file such as the Library of Congress Name Authority File. Multiple names may be included, but be sure to respect chosen names and do not resurrect or supply a name that is not relevant to the resource.
- When inputting metadata, type-ahead fields generally function as controlled vocabularies that are created as metadata is added to the database. Try to conform to existing terms whenever possible, but make sure to still accurately represent the resource.

Summary of Metadata Requirements

Field	Requirement	Occurrence	Schema
Institution/Organization	Required	Non-repeatable	None
Collection	Required	Non-repeatable	None
Title	Required	Non-repeatable	None
Alternative Title	Recommended if applicable	Repeatable	None
Creator	Required if available	Repeatable	None
Contributor	Required if available	Repeatable	None
Date Created	Required if applicable	Repeatable	Extended Date/Time Format
Date Issued	Required if applicable	Repeatable	Extended Date/Time Format
Temporal Coverage	Required if applicable	Repeatable	Extended Date/Time Format
Spatial Coverage	Recommended if applicable	Repeatable	GeoNames
Subject Coverage: Homosaurus	Required	Repeatable	Homosaurus
Subject Coverage: LC Subject Headings	Optional	Repeatable	Library of Congress Subject Headings
Subject Coverage: Other	Optional	Repeatable	None
Explicit Content	Required	Non-repeatable	None
Type	Required	Repeatable	LC Resource Types
Genre	Required	Repeatable	DTA Genre Vocabulary
Analog Format	Required if applicable	Non-repeatable	None
Digital Format	Recommended if applicable	Non-repeatable	None
Description	Optional	Repeatable	None
Table of Contents	Optional	Non-repeatable	None
Language	Required if applicable	Repeatable	ISO 639.2
Publisher	Recommended if applicable	Repeatable	None
Relation	Optional	Repeatable	DTA-based URI's
Rights	Required	Non-repeatable	None

Institution/Organization

Definition:
Institution or organization responsible for the resource.

Requirement	Required
Occurrence	Non-repeatable
Schema	None
DC Terms	N/A

Input Guidelines:
- The Project Director will input and maintain all Institution/Organization records.
- Each Institution/Organization record should include the following fields:
    - Name
    - Description
    - Contact Person
    - Address
    - Email
    - Phone Number
    - Website

Collection

Definition:
   A grouping of materials within an institution or organization.

Requirement	Required
Occurrence	Non-Repeatable
Schema	None
DC Terms	N/A

Input Guidelines:
- Collection titles should be decided in consultation with the the Project Director.
- Titles should be descriptive and unique.
- Each Collection record should include the following fields:
    - Institution/Organization (The institution a collection belongs to)
    - Collection Name (The name of the collection itself)
    - Collection Abstract (A brief description of the collection)

Examples:
- Collection Name = Chrysalis Quarterly
- Collection Abstract = *Chrysalis Quarterly* was published by AEGIS, the Atlanta Educational Gender Information Service (renamed the American Educational Gender Information Service, Inc.) from 1991 until 1998. The complete run is 12 issues, which are included in this collection. With the start of the second volume (in 1995), Chrysalis Quarterly changed its name to Chrysalis: The Journal of Transgressive Gender Identities. Each issue has a different theme, but overall the issues mainly focus on the exploration of gender and gender expression. Themes of Chrysalis Quarterly issues include topics such as transitioning and its associated health concerns, gender discrimination, transgender family relationships, intersex people, and transsexualism in various spiritual traditions.

Title

Definition:
A name given to a resource. Typically, a title will be a name by which the resource is formally known.

Requirement	Required
Occurrence	Non-Repeatable
Schema	None
DC Terms	title

Input Guidelines:
- Free, uncontrolled text.
- This is the primary title of a resource and is used for display in the repository.
- When a formal title is unavailable, a title can be given without brackets.
- Subtitles should be included following a colon.
- For serials, when available, include volume and issue numbers and date (in parentheses)(see example below).
- For serials with changing titles: use the title on the resource as the primary Title; add additional (especially more commonly known) titles in Alternative Title field.
- Maintain consistency within collections.

Examples:
- Title = Christine Jorgensen: A Personal Autobiography
- Title = Chrysalis Quarterly, Vol. 1 No. 7 (Spring, 1994)

Alternative Title

Definition:
   An alternative name for the resource.

Requirement	Recommended if applicable
Occurrence	Repeatable
Schema	None
DC Terms	alternative

Input Guidelines:
   - Free, uncontrolled text.
   - Alternative Titles are searchable and will display as part of an item's record, but they are not used for primary display in search results.
   - Repeat the Alternative Title element when there are translated titles, variant titles, or other likely alternatives.
   - For serials with changing titles: use the title on the resource as the primary Title; add additional (especially more commonly known) titles in Alternative Title field.
   - Maintain consistency within collections.

Examples:
   - Title = The Transvestites: The Erotic Drive to Cross-Dress
   - Title = Drag Queens

Creator

Definition:

An entity primarily responsible for making the resource. Examples of creators include a person, an organization, or a service.

Requirement	Required if available
Occurrence	Repeatable
Schema	None
DC Terms	creator

Input Guidelines:
- For accuracy, care should be taken to use names provided in the object. Specifically in a case when an individual has a chosen name, that name should be used irrespective of whether that name is a legal name. This element may be repeated, but do not resurrect or supply a name that is not relevant to the resource.
- Format should be: Last name, First name Middle name or initial with period. When no clear surname is provided, use the name as it appears. If only a single name is used and it is not sufficiently unique, omit.
- When inputting metadata in this field, the type-ahead functions as a controlled vocabulary that is created as metadata is added to the database. Try to conform to existing terms whenever possible, but make sure to still accurately represent the resource. Middle names can be initialized for standardization.
- List multiple creators in separate, repeated elements.
- Use the "Contributor" element for secondary authors, editors, translators, etc.
- Use "Unknown" if a creator cannot be determined.

Examples:
- Creator = Denny, Dallas
- Creator = Frye, Phyllis Randolph
- Creator = National Center for Transgender Equality
- Creator = Unknown

Contributor

Definition:

An entity responsible for making contributions to the resource. Examples of contributors include a person, an organization, or a service.

Requirement	Required if available
Occurrence	Repeatable
Schema	None
DC Terms	contributor

Input Guidelines:
- For accuracy, care should be taken to use names provided in the object. Specifically in a case when an individual has a chosen name, that name should be used irrespective of whether that name is a legal name. This element may be repeated, but do not resurrect or supply a name that is not relevant to the resource.
- Format should be: Last name, First name Middle name or initial with period. When no clear surname is provided, use the name as it appears. If only a single name is used and it is not sufficiently unique, omit.
- When inputting metadata in this field, the type-ahead functions as a controlled vocabulary that is created as metadata is added to the database. Try to conform to existing terms whenever possible, but make sure to still accurately represent the resource. Middle names can be initialized for standardization.
- Use the "Creator" element for primary authors, editors, etc.

Examples:
- Creator = Denny, Dallas
- Contributor = Frye, Phyllis Randolph
- Contributor = National Center for Transgender Equality

Date Created

Definition:
A point or period of time associated with an event in the life-cycle of the resource. Date created is associated with the creation of the resource. Date may be used to express temporal information at any level of granularity.

Requirement	Required if applicable
Occurrence	Repeatable
Schema	Extended Date/Time Format
DC Terms	created

Input Guidelines:
- Extended Date/Time Format date and time formats should be used for all input values.
- When a resource does not have a known date, omit this element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).
- Use a single hyphen (en dash, "-") to separate year, month, and date components with no spaces.
- To represent a time period, create an interval string with a start date and end date (conforming to the basic format) separated by a forward slash.
- The values 21, 22, 23, 24 may be used used to signify 'Spring', 'Summer', 'Autumn', 'Winter', respectively, in place of a month value for a year-and-month format string.
- To show approximate dates, follow the date with a tilde (e.g., 1999~)
- To show uncertain dates, follow the date with a question mark (e.g., 1999?).
- Generally, "Date Created" should be used for unpublished works and "Date Issued" should be used for published works.

Examples:
- Basic format:
  - Date = 1999 (Year: YYYY)
  - Date = 1999-06 (Year and month: YYYY-MM)
  - Date = 1999-06-27 (Full date: YYYY-MM-DD)
- Interval:
  - Date = 1981/1999
  - Date = 1981-06/1999-06
- Approximate: Date = 1981~
- Uncertain: Date = 1999?
- Season: Date = 1999-22 [Summer, 1999]

Date Issued

Definition:
A point or period of time associated with an event in the life-cycle of the resource. Date issued is associated with the publication or circulation of the resource. Date may be used to express temporal information at any level of granularity.

Requirement	Required if applicable
Occurrence	Repeatable
Schema	Extended Date/Time Format
DC Terms	issued

Input Guidelines:
- Extended Date/Time Format date and time formats should be used for all input values.
- When a resource does not have a known date, omit this element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).
- Use a single hyphen (en dash, "-") to separate year, month, and date components with no spaces.
- To represent a time period, create an interval string with a start date and end date (conforming to the basic format) separated by a forward slash.
- The values 21, 22, 23, 24 may be used used to signify 'Spring', 'Summer', 'Autumn', 'Winter', respectively, in place of a month value for a year-and-month format string.
- To show approximate dates, follow the date with a tilde (e.g., 1999~)
- To show uncertain dates, follow the date with a question mark (e.g., 1999?).
- Generally, "Date Created" should be used for unpublished works and "Date Issued" should be used for published works.

Examples:
- Basic format:
  - Date = 1999 (Year: YYYY)
  - Date = 1999-06 (Year and month: YYYY-MM)
  - Date = 1999-06-27 (Full date: YYYY-MM-DD)
- Interval:
  - Date = 1981/1999
  - Date = 1981-06/1999-06
- Approximate: Date = 1981~
- Uncertain: Date = 1999?
- Season: Date = 1999-22 [Summer, 1999]

Temporal Coverage

Definition:
Time period covered by the intellectual content of the resource, not necessarily the publication date or date of creation.

Requirement	Required if applicable
Occurrence	Repeatable
Schema	Extended Date/Time Format
DC Terms	temporal

Input Guidelines:
- Extended Date/Time Format date and time formats should be used for all input values.
- When a resource does not have a known date, omit this element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not applicable, none).
- Use a single hyphen (en dash, "-") to separate year, month, and date components with no spaces.
- To represent a time period, create an interval string with a start date and end date (conforming to the basic format) separated by a forward slash.
- The values 21, 22, 23, 24 may be used used to signify 'Spring', 'Summer', 'Autumn', 'Winter', respectively, in place of a month value for a year-and-month format string.
- To show approximate dates, follow the date with a tilde (e.g., 1999~)
- To show uncertain dates, follow the date with a question mark (e.g., 1999?).
- Generally, "Date Created" should be used for unpublished works and "Date Issued" should be used for published works.
- Repeat element when multiple dates are relevant to a resource.

Examples:
- Basic format:
  - Date = 1999 (Year: YYYY)
  - Date = 1999-06 (Year and month: YYYY-MM)
  - Date = 1999-06-27 (Full date: YYYY-MM-DD)
- Interval:
  - Date = 1981/1999
  - Date = 1981-06/1999-06
- Approximate: Date = 1981~
- Uncertain: Date = 1999?
- Season: Date = 1999-22 [Summer, 1999]

Spatial Coverage

Definition:
The spatial characteristics of the intellectual content of the resource, not necessarily the place of publication. Refers to the location(s) covered by the intellectual content of the resource.

Requirement	Recommended if applicable
Occurrence	Repeatable
Schema	GeoNames
DC Terms	spatial

Input Guidelines:
- GeoNames is required for all input values.
- To input a value, select "Lookup", then select a "Qualifier" from the dropdown menu, then enter a search term. Select the appropriate term from the results.
- Repeat element when multiple locations are relevant to a resource.
- Use the narrowest terms possible.

Examples:
- Spatial Coverage = North Conway, New Hampshire, United States
- Spatial Coverage = Cape Town, Western Cape, South Africa
- Spatial Coverage = Boston Public Library, Massachusetts, United States

Subject Coverage: Homosaurus

Definition:
The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes.

Requirement	Required
Occurrence	Repeatable
Schema	*Homosaurus*
DC Terms	subject

Input Guidelines:
- The IHLIA's *Homosaurus: An International Thesaurus of Lesbian, Gay, Bisexual, and Transgender Index Terms* should be used for all input values. Care should be taken to use the terminology already associated with the resource, when available.
- To input a value, select "Lookup" and enter a search term. Select the appropriate bold term from the results.
- This element can be repeated multiple times for each resource, with each instance containing separate subject terms.
- Use the narrowest terms possible.

Examples:
- Subject = HIV-negative people
- Subject = transgender studies
- Subject = zines

Subject Coverage: LC Subject Headings

Definition:
The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes.

Requirement	Optional
Occurrence	Repeatable
Schema	Library of Congress Subject Headings
DC Terms	subject

Input Guidelines:
- The Library of Congress Subject Headings should be used for all input values when subject terms are needed beyond the *Homosaurus*.
- Care should be taken to use the terminology already associated with the resource, when available.
- To input a value, select "Lookup" and enter a search term. Select the appropriate bold term from the results.
- This element can be repeated multiple times for each resource, with each instance containing separate subject terms.
- Use the narrowest terms possible.

Examples:
- Subject = Anthropology
- Subject = Labor Unions

Subject Coverage: Other

Definition:
The topic of the resource. Typically, the subject will be represented using keywords, key phrases, or classification codes.

Requirement	Optional
Occurrence	Repeatable
Schema	None
DC Terms	subject

Input Guidelines:
- When subject terms are needed beyond the *Homosaurus* and the Library of Congress Subject Headings, particularly proper nouns (such as names of people or events), they can be included in this element.
- Names should be given in natural order (e.g., John Money).
- This element can be repeated multiple times for each resource, with each instance containing separate subject terms.
- Repeat the names of creators in the subject element only if the object is also about the creator in some way (e.g., a self-portrait or autobiography).

Examples:
- Subject = John Money
- Subject = Caitlyn Jenner
- Subject = Fantasia Fair

Explicit Content

Definition:
  Indication that content may be inappropriate for minors or deemed explicit by some viewers.

Requirement	Required
Occurrence	Non-repeatable
Schema	None
DC Terms	None

Input Guidelines:
- Explicit content decisions are highly subjective and should be determined in collaboration with the Project Director.
- Please consult our explicit content policy for additional details.
- Explicit content can be marked at either the resource level (if there is explicit content somewhere in a resource, but not on the first page) or at the thumbnail level (if the thumbnail is explicit and should not be displayed in search results).

Examples:
- "No explicit content" [default]
- "Explicit content in thumbnail"
    - Graphic content on the first page of a multi-page resource
- "Explicit content, but not in thumbnail"
    - Issue of a magazine with one graphic image, not on the front cover
    - Textual discussion with explicit content

Type

Definition:
The nature of the resource. Refers to the intellectual or artistic content of the resource, regardless of its physical or digital carriers.

Requirement	Required
Occurrence	Repeatable
Schema	Library of Congress Resource Types Scheme
DC Terms	type

Input Guidelines:
- Library of Congress Resource Types Scheme should be used for all input values.
- Whereas the "Type" element broadly describes the nature of a resource (such as "text"), the "Genre" element further specifies the "Type" value (such as "Manuscript" or "Correspondence"). This element can be repeated multiple times for each resource, as applicable, with each instance containing separate type terms.

Examples:
- Type = Audio
- Type = Still Image
- Type = Text

Genre

Definition:
The nature of the resource. Refers to the intellectual or artistic content of the resource, regardless of its physical or digital carriers

Requirement	Required
Occurrence	Repeatable
Schema	*DTA Genre Vocabulary*
DC Element	type

Input Guidelines:
- *DTA Genre Vocabulary* should be used for all input values.
- Whereas the "Type" element broadly describes the nature of a resource (such as "text"), the "Genre" element further specifies the "Type" value (such as "Manuscript" or "Correspondence").
- This element can be repeated multiple times for each resource, as applicable, with each instance containing separate genre terms.

Examples:
- Genre = Manuscript
- Genre = Correspondence

Analog Format

Definition:
The file format, physical medium, or dimensions of the resource. Examples include size and duration. Refers to the physical or digital carriers of the resource, regardless of intellectual or artistic content. Used for analog resources.

Requirement	Required if applicable
Occurrence	Non-repeatable
Schema	None
DC Terms	format

Input Guidelines:
- Free, uncontrolled text.
- Use "Analog Format" for analog resources or "Digital Format" for born digital resources.
- For a record that includes a digital representation of an analog resource (i.e., a digitized object), use both elements to describe the qualities of the two distinct resources, digital and analog, as relevant.
- Include as much information as possible about the resource such as physical characteristics, physical medium, and duration.
- Format may be used to note the software, hardware or other equipment needed to display or operate the resource.

Examples:
- Analog Format = 3.5 x 4.5 in. photograph, black and white, Polaroid
- Analog Format = wool and cotton, 6 x 8 ft., multi-colored, tapestry
- Analog Format = audio cassette tape, 62 min., two sided

Digital Format

Definition:
The file format, physical medium, or dimensions of the resource. Examples include size and duration. Refers to the physical or digital carriers of the resource, regardless of intellectual or artistic content. Used for digital resources.

Requirement	Recommended if applicable
Occurrence	Non-repeatable
Schema	None
DC Element	format

Input Guidelines:
- Free, uncontrolled text.
- Use "Analog Format" for analog resources or "Digital Format" for born digital resources.
- For a record that includes a digital representation of an analog resource (i.e., a digitized object), use both elements to describe the qualities of the two distinct resources, digital and analog, as relevant.
- Include as much information as possible about the resource such as file type, file size, date of digital creation, and whether any modifications were made.
- Additional information (such as location of digitization, technologies used, etc.) may be included as relevant.
- Format may be used to note the software, hardware or other equipment needed to display or operate the resource.

Examples:
- Digital Format = JPEG image, 291 KB, created Sept. 9, 2014, DSLR camera
- Digital Format = MP3 audio, 5.2 MB, created Sept. 9, 2014, background noise lowered
- Digital Format = MPEG-4 movie, 2.11 GB, created Sept. 9, 2014, uploaded via Canopus, duration: 23 minutes, image stabilized

Description

Definition:
An account of the resource. Description may include but is not limited to: an abstract, a table of contents, a graphical representation, or a free-text account of the resource.

Requirement	Optional
Occurrence	Repeatable
Schema	None
DC Terms	description

Input Guidelines:
- Free, uncontrolled text. Use punctuation to make the value clear.
- Can include specialized information not captured by other elements.
- Abstract and other information taken directly from resources should be included here.
- When a description of a resource consists of a list of the contents, whether from a menu or other mechanism, tableOfContents can be used to differentiate this list from descriptive text that is written in sentence form.

Examples:
- Description = Illustrated guide to binding, with extended discussion on drawbacks of Ace bandages and duct tape.
- Description = Covering American transgender history from the mid-twentieth century to today, *Transgender History* takes a chronological approach to the subject of transgender history, with each chapter covering major movements, writings, and events. Chapters cover the transsexual and transvestite communities in the years following World War II; trans radicalism and social change, which spanned from 1966 with the publication of The Transsexual Phenomenon, and lasted through the early 1970s; the mid-'70s to 1990—the era of identity politics and the changes witnessed in trans circles through these years; and the gender issues witnessed through the '90s and '00s. *Transgender History* includes informative sidebars highlighting quotes from major texts and speeches in transgender history and brief biographies of key players, plus excerpts from transgender memoirs and discussion of treatments of transgenderism in popular culture. [From Amazon]

Table of Contents

Definition:
A list of subunits of the content of the resource.

Requirement	Optional
Occurrence	Non-Repeatable
Schema	None
DC Terms	tableOfContents

Input Guidelines:
- Free text. Use punctuation to make the value clear.
- To add a line break, insert a double en-dash ("--").
- When a description of a resource consists of a list of the contents, whether from a menu or other mechanism, tableOfContents can be used to differentiate this list from descriptive text that is written in sentence form.

Examples:
- Table of Contents = Part 1 -- Mr. Fun Hog -- Hurricane Ethel -- After the Bath -- The Failures of Milk -- Come Down in Time

Language

Definition:
  A language of the resource.

Requirement	Required if applicable
Occurrence	Repeatable
Schema	ISO 639.2
DC Terms	language

Input Guidelines:
  - Type-ahead field based on the ISO639-2 Codes for the Representation of
    Names of Languages. Once you begin typing a language, select one of the
    options from the drop-down list provided.
  - When a resource does not have significant text (e.g., an image), omit this
    element (i.e., leave it blank) rather than adding garbage values (e.g., n/a, not
    applicable, none).
  - Repeat element when multiple languages are used within a resource.

Examples:
  - Language = English
  - Language = French
  - Language = Spanish

Publisher

Definition:

An entity responsible for making the resource available. Examples of a Publisher include a person, an organization, or a service. Typically, the name of a Publisher should be used in the entirety.

Requirement	Recommended if applicable
Occurrence	Repeatable
Schema	None
DC Terms	publisher

Input Guidelines:
- If published in digital form (i.e., on the Internet), the institution responsible for making the resource available should be considered the publisher.
- For a record that includes a digital representation of an analog resource (i.e., a digitized object), refer to the publisher of the analog resource. If published in both analog and digital format, repeat the element to include both publishers.
- Do not include place of publication.

Examples:
- Publisher = Beacon Press
- Publisher = Arizona Queer Archives

Relation

Definition:
A related resource. Recommended best practice is to identify the related resource by means of a string conforming to a formal identification system.

Requirement	Optional
Occurrence	Repeatable
Schema	Free text
DC Terms	relation

Input Guidelines:
- When referencing another resource in the collection, use the unique DTA Identifier URI. When referencing an outside resource, use free, uncontrolled text.
- Often used to represent part-to-whole, equivalence, and derivative relations.

Examples:
- Relation = http://www.digitaltransgenderarchive.net/collection/123456.html
- Relation = First image in a series taken by Loren Cameron, late 1994.
- Relation = Second version of book with a significantly revised introduction, a new conclusion, and an updated cover.

Rights

Definition:
Information about rights held in and over the resource. Typically, rights information includes a statement about various property rights associated with the resource, including intellectual property rights.

Requirement	Required
Occurrence	Non-repeatable
Schema	None
DC Terms	rights

Input Guidelines:
- Standardized boilerplate statements.
- Determined by the Institution/Organization and generally consistent within a Collection.

Examples:
- Rights = Contact host institution for more information.
- Rights = No known restrictions on use.
- Rights = All rights reserved.

Credits

We are incredibly grateful to the Digital Commonwealth team, particularly Danny Pucci, for sharing their standards and supporting my learning process. Thanks also to Rebecka Sheffield and Amber Billey for their feedback on drafts of this document.

In developing this Metadata Application Profile, we consulted a number of tremendously helpful resources including the following:

- The Digital Commonwealth Guidelines for MODS Records
- The Digital Library Federation's Best Practices for Shareable Metadata
- The Digital Public Library Metadata Application Profile
- The Dublin Core Metadata Initiative website and wiki
- Mountain West Digital Library Dublin Core Application Profile
- The OhioLINK Digital Media Center (DMC) Metadata Application Profile
- RDF 1.1 Concepts and Abstract Syntax
- Steven J. Miller's Metadata for Digital Collections