DH101
Metadata Standards Document Guidelines

Standards Document
Think of this document as operating instructions for your fellow group members as they enter metadata in your Omeka collection.

Your metadata standards document should specify, for your group:
- What primary sources your Omeka collection will contain (not to the level of specific sources, but, the kinds of things your collection will include)
- Which of the Dublin Core fields you plan to use
- For each field you'll use, describe how group members should use the field.
    - Which information should go in the field?
    - How should that information be formatted?
    - Will you use a controlled vocabulary? If so, will you rely on an external authority (such as the Library of Congress or the Getty), or will you devise your own controlled vocabulary?
- What sorts of images or other files will you include?
    - Don't forget that every image and other file has metadata, too! How will you fill out metadata for images?
    - How will you determine the copyright status for your images?

One way we'll test your repository is by searching on it. If a search returns irregular or improperly formatted results, your group hasn't coordinated properly! So check your metadata!

Rationale
This document assures us that you've thought through the intellectual and epistemological issues at stake in creating metadata.

Please write a few paragraphs explaining how you arrived at your decisions regarding what metadata fields to use and how to fill out these fields. Did you research the practices of other catalogs and peruse similar repositories? Did you investigate various controlled vocabularies before settling on the one you chose? If you devised your own controlled vocabulary, what did you consider? What ideas and information do you want your repository to express, and how do your metadata specifications ensure that these ideas and information will be prominently featured?