

## GALILEO Knowledge Repository Metadata Guidelines

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The following presents the GKR's recommendations on the most commonly used elements and qualifiers in digital repositories.

Information was taken collectively from the digital repositories included in the GKR, as well as the elements suggested by the Digital Library of Georgia at <http://dlg.galileo.usg.edu/guide.html#06>

Elements are listed in alphabetical order.

Color Key:
<b>Green = Mandatory Element</b>
<b>Orange = Mandatory, if Applicable</b>
<b>Blue = Recommended, if Applicable</b>

Element	Element Qualifier	Definition of Element
Contributor	author	The name of the item's creator (last name, first name)
Contributor	department	The contributing department of the item, e.g. Department of English
Contributor	editor	The name or entity of the item's editor (last name, first name)
Contributor	editor	The name or entity of the item's editor (last name, first name)
Contributor	illustrator	The name of the item's illustrator (last name, first name)
Coverage	temporal	The date of the creation of the material in the form YYYY-MM-DD.
Coverage	spatial	The name of the Georgia county and/or city in which the item originated.
Date	accessioned	Date the repository takes possession of item. Provided by digital repository.
Date	available	Date item became available to the public. Provided by digital repository.
Date	issued	Date of publication or distribution.
Date	created	If different from date issued.
Date	submitted	Date item is turned in, such as for an ETD.
Description	Provenance (submitted)	History of the Object; provided by repository
Description	Provenance (approved)	History of the Object; provided by repository
Description	Provenance (available)	History of the Object; provided by repository
Description	advisor	The name of the advisor of the creator (last name, first name). <i>Element is used most often for student work like ETDs.</i>
Description	degree	Examples: PhD, MA, EdD. <i>Element is used most often for ETDs.</i>
Description	abstract	Summary of the item.
Description	sponsorship	Information about sponsoring agencies, individuals, or contractual arrangements for the item.
Description	committee	The names of committee members of the creator (last names, first names). <i>Element is used most often for ETDs.</i>
Format		The format of the image or digital file, expressed in the MIME format. For example: image/tiff, image/jpeg, text/html, etc.
Identifier	URL	Uniform Resource Identifier; provided by repository
Identifier	citation	Bibliographic citation for works that be been previously published.
Identifier	govdoc	Government Document Number
Identifier	isbn	International Standard Book Number

Identifier	issn	International Standard Serial Number
Identifier	ismn	International Standard Music Number
Identifier	sici	Serial Item and Contribution Identifier
Identifier	other	Identifier common to a local collection
Language		The language of the intellectual content of the resource. <i>Values should be taken from the ISO 639-2 standard.</i>
Publisher		Entity responsible for publication, distribution, or imprint, e.g. institution
Relation	ispartofseries	Series name and number within that series, if available.
Rights		Terms governing use and reproduction of item; Use <a href="https://creativecommons.org/rights/">rightstatements.org</a> or Creative Commons licensing <a href="https://creativecommons.org/licenses/">https://creativecommons.org/licenses/</a>
Source		A reference to a resource from which the present resource is derived in whole or in part. For archival collections, this should be the name of the collection from which the item originates.
Subject		Subjects/keywords covered by the item. <i>Best practice is to use controlled vocabulary, e.g. Library of Congress Subject Headings</i>
Subject	ddc	Dewey Decimal Classification number
Subject	lcc	Library of Congress
Subject	lcs	Library of Congress Subject Headings
Subject	mesh	Medical Subject Headings
Subject	other	Local Controlled vocabulary
Title		The title of the item or resource
Title	alternative	Varying form of title of the item or resource, e.g. abbreviation or translation
Type		Nature or genre of content; choose from digital repository provided options