

# DPLA harvest guidelines for Indiana collections using the Metadata Mapping Tool

June 4, 2019

If there are collections that you would like to have harvested by [DPLA](#), please see the requirements and recommendations shown below.

Please note that the Indiana State Library must have received permission through the Data Exchange Protocol form available on the IMDPLA Documentation page at <https://dplaind.wordpress.com/documentation/>.

The Metadata Mapping Tool, available at [https://webapp1.dlib.indiana.edu/dpla\\_migrator/upload.php](https://webapp1.dlib.indiana.edu/dpla_migrator/upload.php), was developed to help Indiana institutions not using CONTENTdm to create a metadata feed for IMDPLA harvest.

- Regardless of your digital content management system, the Metadata Mapping Tool can be used as long as the metadata is in a .csv, .txt, .tab, .xls, or.xlsx file. This tool is very flexible, so you should not need to do much, if any, remapping of your existing collection.
- The tool creates a file that should be sent to the Indiana Memory Helpdesk ([memories@helpdesk.isl.lib.in.us](mailto:memories@helpdesk.isl.lib.in.us)) at the State Library. Attachments sent to this email address must be under 20M in size but it is possible to send compressed files (.zip or .tar, for example).
- Before future harvests, if there have been changes or additions to your metadata you will need to create a new file using the Metadata Mapping Tool and send the updated file to the Indiana Memory Helpdesk.
- The table shown below provides guidelines on the specific requirements.

For help and training with the Metadata Mapping Tool, please contact the Metadata/Aggregation Committee at [imdplametadata@gmail.com](mailto:imdplametadata@gmail.com).

If you have questions about the harvest, please contact the Indiana Memory Helpdesk ([memories@helpdesk.isl.lib.in.us](mailto:memories@helpdesk.isl.lib.in.us))

For more information on DPLA metadata, please see the [DPLA Metadata Application Profile](#)

DPLA field /	DPLA requirements	Notes*
Title	Required	Title for the resource being described
Standardized Rights Statement	Required	The rights held in and over the described resource. The value given here should be the URI of the rights statement that applies to the digital representation. Use one of the DPLA Standardized Rights Statements (see <a href="http://rightsstatements.org/page/1.0/?language=en">http://rightsstatements.org/page/1.0/?language=en</a> ) or one of the Creative Commons Licenses (see <a href="https://creativecommons.org/licenses/">https://creativecommons.org/licenses/</a> ).
Data Provider	Required	Name of the institution providing the digital collection to DPLA (Contributing Institution): i.e. your institution's name, unless you are hosting a collection on behalf of another institution – if you are hosting a collection, the other institution's name would be the Data Provider and your institution's name would be the Intermediate Provider
Is Shown At	Required	The link to the record for the resource on the collection website
Preview	Required when available	The link to the thumbnail image of the resource
Type	Required when available	A term that specifies the characteristics and general type of content of the resource. Use the DCMI Type Vocabulary (see <a href="http://www.dublincore.org/specifications/dublin-core/dcmi-type-vocabulary/">http://www.dublincore.org/specifications/dublin-core/dcmi-type-vocabulary/</a> )
Language	Required when available	The language of the resource. Use ISO 639-3 and/or spell out the name of the language in English
Collection	Required when available	Name of the collection of which the digital item is a part.
Date Created	Strongly recommended	Date the described resource was created. When a precise date is known, use the format YYYY-MM-DD, supplying as much information as possible (see <a href="http://bit.ly/dpla-geo-styleguide">http://bit.ly/dpla-geo-styleguide</a> )
Place	Strongly recommended	Location depicted or referenced by the resource (see <a href="http://bit.ly/dpla-geo-styleguide">http://bit.ly/dpla-geo-styleguide</a> )
Subject	Strongly recommended	The subject of the resource. Controlled vocabulary terms are preferred
Creator	Recommended	The person or group responsible for the intellectual or artistic content of the original resource. Controlled vocabulary terms are preferred.
Publisher	Recommended	Publisher of the original resource
Rights	Optional	Information about rights held in and over the described resource. Literal (text).
Description	Optional	Description of the resource (Do not include transcripts)
Contributor	Optional	Name of person or body associated with the original resource but not considered primary to the creation of its content. Controlled vocabulary terms are preferred
Format	Optional	Use for more detailed format terms describing the original resource such as Postcards or Books. Controlled vocabulary terms are preferred (for example: Thesaurus for Graphic Materials at <a href="http://www.loc.gov/pictures/collection/tgm/">http://www.loc.gov/pictures/collection/tgm/</a> ) Do not include file formats
Extent	Optional	Size or duration of the resource
Alternate Title	Optional	Other titles that differ from the title used in the Title field
Temporal Coverage	Optional	This field can be used for a range of dates or a time period addressed by the resource. See the DPLA Geographic and Temporal Guidelines at <a href="http://bit.ly/dpla-geo-styleguide">http://bit.ly/dpla-geo-styleguide</a>

\*The Metadata Guide, available on the IMDPLA Documentation page at <https://dplaind.wordpress.com/documentation/>, includes examples and more guidance.